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ABSTRACT

For this report on human relations and discrimination at the San Francisco State University (SFSU), campus policies impacting on students, faculty, and the university as a whole were collected. The first section reprints policies affecting students and contains a statement of student rights and responsibilities, student disciplinary procedures, grade appeal practices and procedures, student grievance procedures, and review by the Board of Appeals. Policies relating to faculty concerns include: a code of faculty conduct; academic freedom; academic affirmative action; qualifications for tenure track faculty; hiring of tenure track faculty; and temporary faculty. Policies relating to the university as a whole focus on: disabled students, faculty, and staff; sexual harassment; non-academic affirmative action; academic equity goals; and self-evaluation of compliance with the Rehabilitation Act of 1973, Section 504. Also included are the "SFSU Faculty Manual" and the "SFSU Manual for Temporary Faculty." (JDD)

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FINAL REPORT OF THE
UNIVERSITY COMMISSION ON HUMAN RELATIONS:
FOCUSING ON RACISM & OTHER FORMS OF DISCRIMINATION

VOLUME IV

COLLECTED CAMPUS POLICIES

HE 023 895

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STUDENT POLICY

STUDENT RIGHTS AND RESPONSIBILITIES

APRIL 1971

San Francisco State University

STUDENT RIGHTS AND RESPONSIBILITIES

April, 1971

This University exists to enable students to live a more perceptive and fulfilling life; to prepare them to earn a living in a society of which they are members; to accumulate and transmit the world's knowledge; and to serve as the conscience of a culture.

Rules and regulations are necessary substitutes for the willing acceptance of personal responsibility. Discipline is courtesy which sometimes has to be enforced.

When he enrolls at the University, a student becomes a member of the academic community and accepts both the rights and responsibilities it brings. He acknowledges the authority of the faculty on the basis of their training, experience, and knowledge. This acknowledgement in no way negates the rights of the student to meaningful participation in the educational process. In the same sense and spirit, the student acknowledges the authority of faculty and administration in operating the University, with the understanding that the authority of regulation is one which is delegated and not a divine right.

Academic communities which foster freedoms often find themselves in conflict with other segments of society. There may be conflicts within the academic community itself, for freedom can stimulate a passion for creation, experiment, and change. But freedom can also create bewilderment, anxiety, and aberrant behavior when its definition prescribes no reasonable limits. The policies and procedures contained in this document attempt to define both the student's freedom and the limits of that freedom. They are based on the principles that membership in the academic community involves specific rights, privileges, and responsibilities.

The campus is not a sanctuary immune from civil law and authority, and students may be prosecuted for violation of the law, whether an action occurs on the campus or off; however, University sanctions will be imposed only for those violations that interfere with University functions. This statement of Student Rights and Responsibilities is subject to and limited by all applicable regulations of the Constitution of the United States and of State law including regulations duly passed by the Trustees of the State University and Colleges and local campus regulations duly instituted by the President of the University.

RIGHTS

I. Freedom of Access to Higher Education

University admission policies shall not discriminate against applicants on the basis of race, creed, or national origin. The University shall use its influence in the off-campus community to insure that its facilities are likewise open to all students without discrimination. University facilities shall be open to all students consistent with appropriate University regulations.

II. Rights in the Classroom

A. The classroom is the essential part of any University. Freedom to learn should flourish in the classroom. Because of his scholarship, and his assignment to teach, the professor has the responsibility for the manner and conduct of the classroom. The professor should not act in any way that denies the rights of his students as set forth below:

1. Students are free to take reasoned exception to the data or views offered in courses of study. It is the responsibility of the teacher to take every precaution to insure that what is presented is the truth as it is known at that moment and as it is best documented. If the teacher's presentation is in the area of opinion, belief, or debatable verity, responsibility must be assumed to make this clear to the students. Students may be required to know thoroughly the particulars set forth by the instructor, but they are free to reserve personal judgment as to their willingness to accept as a part of their life patterns that which is presented in the classroom.

2. Students regularly enrolled in a particular class may be denied admission to the classroom by the professor if their conduct is inimicable to the preservation of order or totally irrelevant to the educational purpose of the class.

3. The student has the right to substantial presentations appropriate to the course. Unjustified failure of the instructor to meet his classes or repeated lack of preparation which results in incompetent performance by the professor, is a legitimate ground for student complaint.

4. While faculty and administrators have primary responsibility in curricular matters, students shall have the right to participate in revising and improving the curriculum by serving on operational curriculum committees.

B. Procedures shall be established to hear the grievances of students who believe their basic rights have been denied or violated. These procedures shall include methods of securing redress for students whose rights are found to have been denied or violated.

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III. Rights to Freedom of Association

A. Students shall be free to organize and join associations to promote their common interests. Student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly or privately; at the same time it should be made clear to both the University and the larger community that in their public expressions, students or student organizations speak only for themselves. All campus organizations, including those affiliated with extramural organizations, shall be open to all students without respect to race, creed, religion, or national origin.

B. Recognized student organizations shall be free to invite speakers of their own choosing, subject only to appropriate University regulations. Such speakers should be in the area of and relevant to the purpose of the sponsoring student organization. University control of campus facilities shall not be used to prevent the free exchange of ideas.

C. Recognized student organizations have the right to use University buildings, facilities, and other services.

IV. Rights Regarding Publications and Other Forms of Creative Expression

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

V. Rights to Freedom of Expression and Advocacy

Students have the right of freedom of speech, petition, assembly, and association on campus. They may assemble publicly to demonstrate support for or opposition to causes or candidates. So long as student demonstrations do not interfere with the academic process or disrupt campus activities, they shall be permitted to proceed.

RESPONSIBILITIES

I. Freedom of Access to Higher Education

As a member of the California State University and Colleges system, this University has the obligation to make education available to the citizens of this State.

II. Responsibilities in the Classroom

Students are responsible for meeting standards of performance established by their professors. Performance in the course shall be the sole criterion by which students are measured.

III. Responsibilities in Regard to Freedom of Association

The University is not a public forum where any person with a desire to be heard may demand an audience. Student groups who invite outside speakers are responsible for making arrangements for the event by contacting the Student Activities Office (under the Dean of Student Affairs). The right to use University buildings and facilities involves the responsibility of following established procedures for the use of such facilities. These procedures will only be utilized to protect State property from abuse or damage, to preserve the rights of other individuals and organizations, and to observe the orderly scheduling of events.

IV. Responsibilities Regarding Publications and Other Forms of Creative Expression

The editorial freedom of student editors and managers entails the corollary responsibility to be governed by the Code of Ethics or Canon of Journalism - The American Society of Newspaper Editors. Student publications include all publications, magazines, newspapers, radio and television programs (excluding administration, faculty, and staff publications and projects) authorized, financed, or sponsored by the associated student body. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.

2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers, The College Media Board, shall be the agency responsible for their removal.

3. All University published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the University or student body.

4. Only the College Media Board may grant the right of use of the name of the University to any student publication.

V. Responsibilities Concerning Freedom of Expression and Advocacy

Whenever the activity of individual students or groups infringes on the rights of others or interferes with, obstructs, or disrupts the operation of the University or of organizations accorded the use of University facilities, it is violating the provisions of Section 41301 of Title 5 of the California Administrative Code, which reads as follows:

"...any student of a campus may be expelled, suspended, placed on probation or given a lesser sanction for one or more of the following causes which must be campus related:

- (a) Cheating or plagiarism in connection with an academic program at a campus.
- (b) Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to a campus.
- (c) Misrepresentation of oneself or of an organization to be an agent of a campus.
- (d) Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function.
- (e) Physical abuse on or off campus property of the person or property of any member of the campus community or of members of his family or the threat of such physical abuse.
- (f) Theft of, or non-accidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
- (g) Unauthorized entry into, unauthorized use of, or misuse of campus property.
- (h) On campus property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
- (i) Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a college campus function without prior authorization of the campus president.
- (j) Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function.
- (k) Abusive behavior directed toward, or hazing of, a member of the campus community.
- (l) Violation of any order of a campus president, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this Section.
- (m) Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section."

SANCTIONS

Imposing University sanctions on students does not absolve them from local, state or federal court action; on the other hand, criminal proceedings against students do not prevent the imposition of University sanctions in that special area of University responsibilities. Should the same act violate general law and University rules, students may be subject to action by both court and University. The legal principle of double jeopardy does not apply in such circumstances.

A. Students may be expelled, suspended, placed on disciplinary probation or given a lesser sanction as provided in Section 41301, Title 5 of the California Administrative Code.

B. Students who are expelled or suspended on the basis of conduct disruptive of the orderly operation of the campus or any facilities of a State University, may be denied access to all or any part of the campus or other facilities:

1. In the case of expulsion—up to one year.
2. In the case of suspension—up to the period of the suspension.

C. Concurrently with actions taken under these procedures, the person conducting the hearing shall also determine whether the particular conduct found to have occurred is a basis for ineligibility for or termination of financial aid under the applicable provisions of State or Federal law and the Board of Trustees.

Financial Aid shall be terminated or eligibility denied by the President whenever required by any of these provisions. Hearings by a Hearing Board on questions of financial aid termination shall be held where required by the Education Code, Section 31292.

D. Students may be required to make restitution for loss of or damage to any University property, including that loaned or entrusted to them, or for any failure to account for such property. Restitution may also be required for any loss of, damage to, or failure to account for property of a student organization. The University may withhold grades, transcripts, registration privileges, and diplomas from any student who has failed to make appropriate restitution for loss of, damage to, or failure to account for University or student organization property when required to do so.

STUDENT DISCIPLINARY PROCEDURES

Student Disciplinary Procedures, effective on the California State University and Colleges campuses were enunciated by Executive Order 148, pursuant to Section 41304, Title 5, California Administrative Code, on March 8, 1972. The stated purpose of this document is to provide fair and just procedures, to both students charged and the institution, by which determination can be made concerning whether or not violations of student conduct and conduct related regulations have occurred.

In order to administer these procedures, the President has assigned a member of the University staff, referred to as the Coordinator of Student Grievance and Discipline. The Coordinator is to investigate all alleged violations of Sections 41301 and 41302, Title 5, California Administrative Code, and Section 22505 of the Education Code and any related matters concerning withdrawal of consent to remain on campus, and of eligibility for and termination of financial aid. As a result of the investigation made, the Coordinator will recommend to the President whether or not the matter should proceed or if the matter warrants any of the following types of formal hearings:

- (a) by an Administrative Officer of the University;
- (b) by a Hearing Officer designated by the State Chancellor's Office to preside;
- (c) by a Residence Hall Committee.

The President of the State University may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which he is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester, quarter, or summer session in which he is suspended, no additional tuition or fees shall be required of the student on account of his suspension. In the event that a student who has not reached his twenty-first birthday is suspended or expelled, the President shall immediately notify his parent or guardian of the action by registered mail to the last known address, return receipt requested.

During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

The President may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to insure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within ten days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or his designated representative, enter any campus of the California State University and Colleges other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

Admission or readmission may be qualified or denied to any person who, while not enrolled as a student, commits acts which, were he enrolled as a student, would be the basis for disciplinary proceedings pursuant to Section 41301 and 41302.

Edited October 1977

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STUDENT POLICY

STUDENT DISCIPLINARY PROCEDURES OF THE CSUC

EXECUTIVE ORDER No. 148

MARCH 8, 1972

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

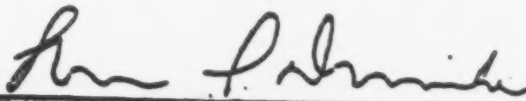
Student Disciplinary Procedures of the
California State University and Colleges
Executive Order No. 148



This Executive Order is issued pursuant to Section 41304 of Title 5 of the California Administrative Code.

1. Except as provided in this Executive Order, the Student Disciplinary Procedures for the California State University and Colleges, governing procedures with respect to students of the California State University and Colleges, is revised to the form attached to this Executive Order as Attachment A.
2. These procedures supersede other procedures previously in force in the California State University and Colleges, as to all matters commenced on or after March 20, 1972.
3. Hearing Officers will be designated by the Chancellor for each institution of the California State University and Colleges, as provided in Executive Order No. 109.
4. These procedures should be read with the memorandum of the General Counsel, which is attached to this Executive Order as Attachment B.

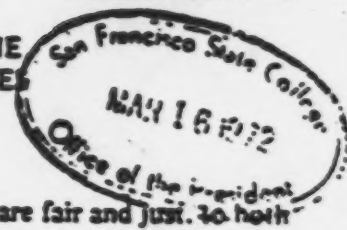
DATED: March 8, 1972.



GLENN S. DUMKE
Chancellor

No. 148

STUDENT DISCIPLINARY PROCEDURES FOR THE
CALIFORNIA STATE UNIVERSITY AND COLLEGES



1. Purpose and Scope.

- a. It is the purpose of this document to provide procedures which are fair and just to both the student charged and to the institution, by which it can be determined whether violations of conduct and conduct-related regulations have occurred.
- b. These Procedures are established pursuant to Section 41304, Title 5, California Administrative Code.* They govern determinations under Article 1, Subchapter 3, Chapter 1, Part V of that Code, and other state and federal laws which require institution hearings.

2. Authority of the President.

- a. The President shall exercise his authority in disciplinary actions pursuant to Article 1, Subchapter 3, Chapter 1, Part V of Title 5, California Administrative Code, these Procedures, and other laws and regulations as applicable.
- b. All determinations and findings made at the institution level by anyone other than the President, including determinations and findings of the Hearing Officer (see Section 9), are in the nature of recommendations to the President (except as otherwise provided in Section 2-c of these Procedures), who shall have final campus authority. Decisions of the President are subject to review by the Chancellor or his designee, and by the Board of Trustees. The designation of Hearing Officers (see Section 9-a) and decisions on challenges of any Hearing Officer for cause (see Section 9-f) shall be made by the Chancellor or his designee.
- c. The functions of the President as described in the following sections of these Procedures, may be delegated by him to individual designees who are members of the staff of the institution, and who shall exercise those functions in his name. All references in these Procedures to the President include such designees. The President shall be responsible for any action taken under his authority. The President may request another institution officer or employee to perform the functions of the President under these Procedures where in his judgment the particular circumstances merit such action, such as when the President is a percipient witness in a disciplinary proceeding. Such request should be made through the President of the other institution.

3. Coordinator.

- a. The President shall assign a member of the institution staff to be in charge of the administration of these Procedures; to perform the duties described in these Procedures; and to perform such other duties as the President may determine. The person so assigned shall serve in this assignment at the pleasure of the President.

*Specific code sections referred to in these Procedures are set out in Appendix.

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ATTACHMENT A
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March 21-22, 1972

- b. The person so assigned may use such local, administrative title as the President may determine. For convenience, he is referred to herein as "Coordinator."
 - c. All references in these Procedures to the Coordinator shall include any other persons who are authorized by the President to assist the Coordinator and act in his name.
 - d. The Coordinator shall investigate all alleged violations of Article 1, Subchapter 3, Chapter 1, Part 4 of *Title 5, California Administrative Code*, Section 22505 of the Education Code and related matters concerning withdrawal of consent to remain on campus and of eligibility for and termination of financial aid.
 - e. As a result of his investigation, the Coordinator shall make a recommendation to the President as to whether the matter should proceed, and of the kind of hearing, authorized in Section 7, which should be held.
 - f. The Coordinator shall send such notices as are appropriate, and institute hearings pursuant to these Procedures.
 - g. The Coordinator shall make physical and scheduling arrangements for the hearing of cases.
 - h. Except where other provision is made with respect to hearings by an administrative officer (Section 7-a(1)) and to residence hall matters (Section 7-a(3)), the Coordinator shall attend the hearings and shall marshal and present the evidence against the student charged, subject to the provisions of Section 9-a(2) of these Procedures.
4. Notices.
- a. The Coordinator shall prepare and mail notices as appropriate to the student charged. Notices addressed to him at the last address posted on the records of the Registrar of the Institution, and deposited in the United States mail, postage prepaid, shall be presumed to have been received and read by the student charged.
 - b. The Coordinator shall initiate hearing procedures against a student charged, by mailing or personally delivering a notice letter to him, by registered or certified mail, return receipt requested, which notice:
 - (1) Contains a statement of the charges against him, in terms of Sections 41301 and 41302 of *Title 5, California Administrative Code* Section 22505 of the Education Code if that Section is applicable, and applicable financial aid eligibility termination provisions, if any, a factual description stated with reasonable particularity, of the conduct upon which the charges are based, and the office at the institution where additional information regarding the evidence against him may be obtained.
 - (2) Notifies him of the time and place of hearing.

- (3) Encloses a copy of these Procedures or notifies the student of the office at the institution where he may obtain a copy without charge. If consent to remain on campus has been withdrawn from the student at the time this notice is sent, a copy of these Procedures shall be enclosed with the notice.
 - (4) Notifies him that he may be accompanied at the hearing by an adviser of his choice, who may act on his behalf, and who may be an attorney, and of the time within which he must inform the Coordinator of the name and address of his adviser if he is an attorney.
 - (5) Includes such information as an immediate suspension and withdrawal of consent to remain on campus where such action has been decided upon; a request for the student's preference as to the kind of hearing to be conducted (Section 7), and any determination reached pursuant to Section 6-d with respect to possible sanctions and financial aid eligibility termination pursuant to Section 11-c, whether or not the student is receiving financial aid at that time, and such other information as the Coordinator may wish to include.
- c. The notice letter may be amended at any time with respect to the information described in Section 4-b of these Procedures. Such amendments include deletions, additions, or other changes in the prior notice letter. In the event the amendments would require the student to prepare a defense which is substantially different from that required by the prior notice letter, the hearing may be postponed for a reasonable time which should not exceed ten (10) working days. In the event the notice letter is amended after the hearing has commenced, the Hearing Officer or Administrative Officer may, in his discretion, continue the hearing for a reasonable time, not to exceed ten (10) working days.

5. Immediate Suspension.

- a. The President may order the immediate suspension of any student for the interim period pending a hearing whenever he determines such action to be required in order to protect lives or property and to ensure the maintenance of order. The student so suspended shall be afforded an opportunity for a hearing with respect to the immediate suspension. The hearing on the immediate suspension will normally be afforded within two working days²² of the suspension but in any event, not later than ten calendar days of the commencement of the suspension. The hearing shall be held pursuant to the provisions of Section 8-a of these Procedures. The issues shall be whether his continued suspension pending such disciplinary hearing is required in order to protect lives or property and to ensure the maintenance of order, and on any issues presented by a request for hearing pursuant to Penal Code Section 626.4(c).
- b. Immediate suspension will be coupled with a withdrawal of consent to remain on campus, pursuant to Penal Code Section 626.4, whenever it is determined, pursuant to that section, that there is reasonable cause to believe that the person has willfully disrupted the orderly operation of the campus or institution facility, and that his presence will constitute a substantial and material threat to such orderly operation.

²²Working day" is defined in Section 12-e.

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ATTACHMENT A
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- c. The Coordinator shall be responsible for presenting evidence that a temporary suspension, withdrawal of consent to remain on campus, or both, should be continued.

6. When Hearings are to be Held; Waivers.

- a. Action under these Procedures shall go forward regardless of possible or pending other administrative, civil or criminal proceedings arising out of the same or other events.
- b. The President shall cause campus action to be initiated on the basis of the criminal conviction of a student whenever applicable statutes or regulations require it.
- c. Hearings shall be held whenever the President accepts the Coordinator's recommendation to that effect, or does not accept a contrary recommendation from him, and whenever required by statute, action by the Board of Trustees, or the Chancellor. The President shall decide the kind of hearing to be held, as authorized in Section 7.
- d. In any case in which a student is entitled to a hearing, the student may instead waive a hearing and accept a sanction with respect to discipline and decision with respect to eligibility for or termination of financial aid, as recommended by the Coordinator. The student may accept the sanction and financial aid decision without admitting that he engaged in the conduct charged. Should the student not accept the sanction and financial aid decision, the matter shall proceed to hearing, and no cognizance shall be taken of the recommendation made pursuant to Section 6-d.

7. Alternative Kinds of Hearings.

- a. Based on recommendations of the Coordinator (see Section 3) and such other considerations as may be pertinent, the President shall decide whether a disciplinary matter should be conducted:
 - (1) By an administrative officer of the institution, as provided in Section 8.
 - (2) By the Hearing Officer, as otherwise provided in these Procedures.
 - (3) By a residence hall committee, in the case of charges of conduct violations in residence hall facilities where the infraction charged, as determined by the Coordinator, does not involve a possible sanction of suspension or expulsion.
- b. In making his determination, the President may consider the expressed wishes of the student charged, the degree of apparent complexity of the facts or issues, the seriousness of the offense, and whether the student will be represented by an attorney. Ordinarily, the desire of the student charged for a hearing by an administrative officer, the apparent absence of complicated facts or issues, the relative lack of seriousness of the offense, and the student's not being represented by an attorney, are factors in favor of a hearing by an administrative officer.

8. Office Hearings by an Administrative Officer: Hearings Under Section 7-a(3).
- a. Office hearings by an administrative officer shall be informal and subject to such procedure as the President may determine; provided that a student whose case is considered in this way shall: receive notice of misconduct charged in terms of a general description of the conduct and the provisions he is charged with having violated; be informed of any evidence to be considered against him and have an opportunity to challenge and rebut it, and to present evidence on his own behalf; be informed of the decision of the President and of the administrative officer's recommendation to the President. Such hearings shall be closed to all persons other than the students and the Coordinator, a single adviser for each of them, and witnesses while they are presenting evidence.

- b. Hearings under Section 7-a(3) shall be subject to such procedures as the President shall determine, but shall afford the student charged with at least the provisions enumerated in Section 8-a.

9. General Provisions Relating to Hearings by Hearing Officers.

a. Hearing Officer.

- (1) The Chancellor shall designate one or more Hearing Officers, who shall serve for terms as determined by the Chancellor.

- (a) Hearing Officers shall be attorneys, admitted to practice law in California who are qualified by professional experience in presiding at judicial or quasi-judicial adversary proceedings, or who have been members of the California State Bar for at least five years. They will not hold any employment, or other contract (other than as a hearing officer) with any State College during the period of their service.

b. Evidence.

The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the extent that they are otherwise required by statute to be recognized at the hearing, and irrelevant and unduly repetitious evidence shall be excluded. No evidence other than that received at the hearing shall be considered by the Hearing Officer.

- c. Both the student charged or his adviser and the Coordinator or his adviser shall be entitled to present relevant evidence and to question witnesses presented by the other.

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The President shall request students and employees of the institution to present evidence at a hearing when requested on behalf of the student or the Coordinator.

- d. The student will not be required to give self-incriminating evidence, and no inference of his guilt shall be drawn by reason of his not giving evidence on this ground. In the event the student chooses to testify, he shall no longer have this privilege.
- e. The Hearing Officer shall:
 - (1) Make all rulings on matters relating to the conduct of the hearing, including matters regarding admission of evidence.
 - (2) Maintain an orderly hearing and permit no person to be subjected to abusive treatment. He may eject or exclude anyone who refuses to be orderly.
 - (3) Recognize the student charged or his adviser; and the Coordinator or his adviser, for the purpose of questioning witnesses or presenting argument, evidence of requests to the Hearing Officer. The Hearing Officer may also question witnesses.
- f. A student charged may challenge the Hearing Officer for cause by submitting a written statement setting forth facts which establish that:
 - (1) The Hearing Officer was a participant in the event out of which the action arose except events connected with the conduct of a hearing; or
 - (2) The Hearing Officer is related to or has had past association with the student charged or his adviser, the Coordinator or his adviser, or another person who has been adversely affected by the events giving rise to the action, which past association is of a kind which would prejudice his judgment to the degree that it appears that a fair hearing could not be had. "Past association" does not include an association acquired in connection with a previous hearing.

Challenges must be presented at the earliest reasonable opportunity, which normally shall be in advance of the hearing. Challenges shall be submitted to the Coordinator, who shall immediately forward them to the Chancellor for determination, and to the Hearing Officer, except that challenges presented at a hearing shall be presented to the Hearing Officer, who shall cause them to be referred to the Chancellor. In the event a challenge is not presented in sufficient time before a hearing to permit a decision by the Chancellor, the hearing may proceed, subject to being vacated should the challenge be sustained. The Chancellor or his designee shall determine whether the facts present grounds for disqualification and his decision shall be final. The Hearing Officer may disqualify himself on his own motion. No peremptory challenges may be made.

- g. Following presentation of evidence, the Hearing Officer shall privately consider the evidence with all other persons excluded and shall prepare a written report to the

President. The report, which shall ordinarily be submitted to the President within two working days of the termination of the Hearing, shall contain as to each student charged:

- (1) A summary of the facts as found by the Hearing Officer, and a determination that the student did or did not commit the acts charged.
- (2) A finding that the act did or did not constitute one of the causes for discipline listed in Article 1, Subchapter 3, Chapter 1, Part V of *Title 5* of the California Administrative Code.
- (3) Findings on evidence, relevant to the issues of the case, in mitigation or aggravation with respect to any disciplinary sanction.
- (4) Findings as appropriate with respect to eligibility for and termination of financial aid, pursuant to Section 11-c of these Procedures.
- (5) A recommendation of discipline, if any.
- (6) Such further report as the Hearing Officer may consider appropriate.

h. The student charged shall be regarded as innocent of the charges against him until the contrary is established by a preponderance of the evidence. The Hearing Officer shall find a student to have committed the acts as to which he is charged if the Hearing Officer is persuaded by a preponderance of the evidence that the student committed said acts.

I. Advisers; Attorneys.

- (1) The Student charged may be accompanied by one adviser of his choice, who may act on his behalf. If he desires that his adviser be an attorney, the student charged must give written notice of the name and office address of the attorney to the Coordinator at least three working days before the time set for commencement of the hearing; if there are less than four working days between that time and the date of the notice of hearing, then the notice that his adviser will be an attorney must be given at the earliest reasonable time. The Hearing Officer may, in his discretion, continue the hearing in cases where the student has failed to give the notice required by this Section or convene the hearing without counsel present either for the student charged or the Coordinator. Even if notice is not given by the student as required by this Section, the hearing shall be conducted with counsel if the Coordinator and counsel from the Office of General Counsel consent.
- (2) Should a student charged advise that he will be accompanied by an attorney, the Coordinator shall immediately advise the Office of General Counsel, so that an attorney may be present with the Coordinator to present the case.

J. Times Within Which Hearings are to Proceed.

- (1) Matters preliminary to hearings shall be decided, hearings conducted, and cases determined under these Procedures as quickly as possible, consistent with reasonable notice.
 - (2) Normally, matters preliminary to hearings shall be decided and notices of hearings given, within five working days of the time the Coordinator is informed that a probable conduct violation or other basis for a hearing has occurred, and of the identity of the person or persons apparently responsible.
 - (3) Hearings will normally be held within ten working days of the date notice is sent to the student charged.
- k. Hearings shall be closed to everyone other than the persons conducting the hearing, the student charged and the Coordinator, a single adviser for each of them, the person designated to record the hearing pursuant to Section 9-m, and witnesses while they are presenting evidence.
- l. It is the policy of the California State University and Colleges that evidence, proceedings, findings and recommendations (but not the final decision of the President) are confidential and shall not be made public by the institution or by any participant in a hearing, including the student charged. In the event these matters should become public, however, the institution may authorize such public statements as are appropriate and which do not violate any legal prohibition against such statements.
- m. A tape recording but not a transcription, shall be kept of the hearing. The student charged, on request, and at his own expense, subsequently may have or, under supervision, make a copy of such recording provided that use of such a copy shall be limited to subsequent administrative and judicial proceedings held in connection with the matter. No tape recording by the student charged or by other persons at the hearing shall be permitted, but the student charged, at his own expense, may furnish a certified court reporter provided that the institution shall be permitted to make copies of the transcript at its own expense, and that the student's use of such transcript shall be limited to this or subsequent administrative and judicial proceedings held in connection with the matter. This policy of confidentiality shall not preclude the institution from taking any action following appropriate procedures against any person or entity on the basis of evidence developed at the hearing.
- n. Consolidated Hearings.
- (1) Where more than one student is charged with conduct arising out of a single occurrence, or out of connected multiple occurrences, a single hearing may be held for all of the students so charged. Such students may request that their case be consolidated with others, or separated from others. The Coordinator shall make determinations regarding consolidation. All such determinations shall be subject to revision by the Hearing Officer. In the event of such revision, all cases affected shall be rescheduled for hearing.

- (2) The separation of one or more cases from a group of cases previously set for a consolidated hearing shall not be considered to affect the remaining cases in the group.

o. Absence of the Student Charged.

If the student charged does not appear, (personally or through his adviser) without satisfactory explanation for his absence having been made at his earliest opportunity, or should he leave the hearing before its conclusions, or adjournment, the hearing shall proceed without him, and the Hearing Officer shall render a decision based on the available evidence and make his report just as though the student charged had been present throughout the hearing. The fact that an administrative hearing or a civil or criminal trial for the student is pending shall not be considered a satisfactory explanation unless the actual hearing or trial date conflicts with the institution hearing date, or unless it is physically impossible for the student charged to attend the institution hearing.

10. Presidential Action.

- a. The President may establish a procedure whereby a committee of students, or students together with faculty or students together with faculty and administrative personnel, shall, in such cases as the President may determine, review the recommendations of the Hearing Officer with respect to the discipline to be imposed, if any, and advise the President. Such committees, if established, shall be composed in such manner as the institution may determine. It shall not receive new evidence or argument, or conduct hearings, and its members shall be bound by the policy of confidentiality as stated in Section 9-L. If such a committee is established, the President shall forward a copy of the report of the Hearing Officer to the committee as soon as it is received, and the committee shall present its recommendations, if any, to the President within two working days of its receipt of the report.
- b. The President shall review the report of the Hearing Officer, and recommendations if any, of any committee established pursuant to Section 10a. He may take the action recommended by the Hearing Officer: he may adopt a lesser sanction; he may, if necessary, refer the matter back to the Hearing Officer for further findings on specified issues; or, after a review of the record, he may adopt a more severe sanction. In cases where a committee has not been established pursuant to Section 10-a, the President normally shall render his decision within three working days of receipt of the recommendations of the Hearing Officer. In cases where such a committee has been established, the President normally shall render his decision within three working days of receipt of the recommendations of the Committee, and no later than six working days after initial receipt of the report of the Hearing Officer.
- c. The President shall cause notification of his action to be sent to the student charged. If the action taken is suspension or expulsion with denial of access to the campus and institution facilities, notification shall be by certified or registered mail. The report of the Hearing Officer, and the recommendations of any committee established pursuant to Section 10-a, shall be made available to the student.

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- d. If the action taken is suspension or expulsion, and the student charged is a minor, his parent or guardian shall be notified of the action by certified or registered mail, return receipt requested, sent to the parent or guardian's last address posted on the records of the Registrar.

11. Discipline Which May Be Imposed; Eligibility for and Termination of Financial Aid.

- a. Students may be expelled, suspended, placed on probation, or given a lesser sanction, as provided in Section 41301 of *Title 5, California Administrative Code*.
- b. Students who are expelled or suspended on the basis of conduct which disrupted the orderly operation of the campus or any facility of an institution, may be denied access to all or any part of the campus or other facility:
 - (1) In the case of expulsion, for up to one year.
 - (2) In the case of suspension, for a period up to the period of the suspension.
- c. Determination on Eligibility for and Termination of Financial Aid.

Concurrently with actions under these Procedures, the person conducting the hearing shall also determine whether the particular conduct found to have occurred is a basis for ineligibility for or termination of financial aid under applicable provisions of State or Federal law, and of the Board of Trustees, whether or not the student is receiving financial aid at that time.

Financial aid shall be terminated or eligibility denied by the President whenever required by any of these provisions.

- (1) Hearings by a hearing board on questions of financial aid termination shall be held where required by Education Code Section 31292.

12. Other Provisions.

- a. A student enrolled at an institution who is accused of conduct subject to disciplinary action at another institution, shall be subject to disciplinary action at the campus with respect to which the violation is alleged to have occurred, and all references to the President, the Coordinator, and the Hearing Officer shall refer to those persons at that campus; provided that the President of the institution at which the student is enrolled shall make the final decision with respect to discipline.
- b. Hearings on qualifications for admission or denial of admission pursuant to Section 41303 of *Title 5, California Administrative Code*, shall be conducted pursuant to Sections 8 or 9 of these Procedures, as the President shall determine.

- c. The President may combine the duties of Coordinator with those of any other officer or employee, but may not combine such duties with those of the administrative officer assigned to conduct an office hearing pursuant to Section 8 of these Procedures, or with those of the Hearing Officer.
- d. Arguments by the student charged or his adviser concerning the legal (as distinguished from factual) applicability, or legal validity of any provision on the basis of which the student is charged, or of these Procedures shall not be addressed to the person hearing the case, but to the President, as soon as the hearing has concluded. The President shall seek advice on the matter from the Office of General Counsel. Such advice shall be considered by him before a final decision is rendered.
- e. As used in these Procedures, "working day" shall mean any day during the college year, summer session, and summer term other than a Saturday, Sunday, academic holiday of the institution as that term is used in 5 California Administrative Code Section 42800, or holiday as defined in Government Code Section 18025.
- f. As used in these Procedures, "attorney" shall mean any person who is admitted to practice before any state or federal court.
- g. Technical departures from these Procedures and errors in their application shall not be grounds to withhold disciplinary action or a determination of ineligibility for or termination of financial aid unless, in the opinion of the President, the technical departures or errors were such as to have prevented a fair and just determination of the issues.
- h. As used in these Procedures, "institution" shall mean a California State University or College.

MEMORANDUM OF THE GENERAL COUNSEL

On August 19, 1970, Executive Order No. 104 was issued, providing a system-wide set of procedures for handling student disciplinary matters. The Board of Trustees confirmed the administrative regulation authorizing the Chancellor to issue and revise these Procedures. On October 30, 1970, Executive Order No. 116 was issued, revising the Student Disciplinary Procedures. As was stated in my memorandum attached to Executive Order No. 116, the Procedures would continue to be tested in practice and carefully scrutinized to determine whether, based upon experience, they should be further revised.

After consultation with the interested parties, a revised Student Disciplinary Procedures is issued by Executive Order No. 145. Those consulted on these revised procedures were the Chancellor's Council of State College Presidents, the California State College Student Presidents Association, the Academic Senate, the Deans of Students and others concerned with the administration of the Procedures.

For the most part, the changes in the Procedures do not involve any major substantive modification. The nature of the changes as well as the small number of changes which were made, are a comment upon the overall effectiveness of Executive Order No. 116. For ease of review, each change in the Procedures made by this Executive Order is identified and discussed in the paragraphs which follow.

The Procedures have been physically reorganized and renumbered to provide greater clarity. This was a suggestion of California State College Student Presidents Association.

Changes have been made throughout the Procedures to reflect the name change enacted by the Legislature.

- 1-b Modifies references to particular Title 3 provisions to refer to appropriate Article in Title 3, rather than referring to specific sections. Any new sections within that Article will then be automatically included in the reference.
- 2-c Provides for the circumstances when it would be inappropriate for a particular president to perform the functions otherwise required by the Procedures.
- 3-h Clarifies that when a student is represented by an attorney, an attorney from the office of General Counsel will present the institution's case.
- 4-b(1) Provides that the notice letter include a statement concerning the office where the student may obtain additional information regarding evidence against him.
- 4-b(5) Clarifies that certain financial aid eligibility determinations be made whether or not the student is receiving financial aid.
- 4-c This new section provides for amendment of the notice letter.

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- 5-a Clarifies that hearings on immediate suspensions will be held not later than ten "calendar days" of the "commencement of the suspension."
- 7-b Includes the fact of representation by an attorney as one for the criteria determining which type of hearing will be held.
- 9-d
9-b Provides that the privilege against self-incrimination is lost in the event the student chooses to testify. While no change has been made in this section of the *Procedures*, the student representatives requested a brief explanation of the phrase in Section 9-b, "rules of privilege shall be effective to the extent that they are otherwise required by statute". Since maintenance of the confidentiality of certain relationships is considered of greater value than the disclosure of evidence which is acquired within those relationships, the Legislature has adopted rules of privilege through which such confidential information may be excluded in any proceeding in which testimony can be compelled by law to be given. This Section makes these rules of privilege applicable to student disciplinary proceedings. Examples of such communications include most statements made in confidence in the course of lawyer-client, physician-patient, psychotherapist-patient, clergyman-penitent, and husband-wife relationships. Such communications may be excluded from evidence if an appropriate objection to their receipt is made. The privilege may be waived by a person entitled to waive it. Thus, the patient, but not the physician, may waive the privilege against admission of statements made within the physician-patient relationship; and the client, but not the attorney, may waive the similar privilege with respect to communications within the lawyer-client relationship.
- 9-g(3) Provides that findings on evidence of mitigation or aggravation is limited to relevant issues of the case.
- 9-j(2) Increases from three to five days the time in which matters preliminary to hearings should be accomplished and notice letters given. (Those who administer such matters felt that the previous time limit was too short.)
- 9-k m Deletes requirement that a student provide the institution with a free copy of any court reporter's transcript. The new provision permits the institution to make copies at its own expense.
- 10-a Clarifies that the president may utilize the review committee in such cases as he may determine.
- 12-e Redefines "working day" to exclude academic holidays.
- 12-f Defines "attorney".

41300.1. Administrative Academic Disqualification.

An undergraduate or graduate student may also be placed on probation or may be disqualified by appropriate campus authorities for unsatisfactory scholastic progress regardless of cumulative grade point average or progress points. Such actions shall be limited to those arising from repeated withdrawal, failure to progress toward an educational objective and noncompliance with an academic requirement, and shall be consistent with guidelines issued by the Chancellor.

NOTE: Authority cited: Sections 66600, 85030 and 89035, Education Code. Reference: Sections 66600 and 85030, Education Code.

HISTORY:

1. New section filed 10-12-73; effective thirtieth day thereafter (Register 73, No. 41).
2. Amendment of NOTE filed 4-29-77; effective thirtieth day thereafter (Register 77, No. 15).
3. Amendment of NOTE filed 3-19-82; effective thirtieth day thereafter (Register 82, No. 12).

Article 2. Student Discipline

41301. Expulsion, Suspension and Probation of Students.

Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended, placed on probation or given a lesser sanction for one or more of the following causes which must be campus related:

- (a) Cheating or plagiarism in connection with an academic program at a campus.
- (b) Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to a campus.
- (c) Misrepresentation of oneself or of an organization to be an agent of a campus.
- (d) Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function.
- (e) Physical abuse on or off campus property of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse.
- (f) Theft of, or non-accidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
- (g) Unauthorized entry into, unauthorized use of, or misuse of campus property.
- (h) On campus property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
- (i) Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a campus function without prior authorization of the campus president.
- (j) Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function.
- (k) Abusive behavior directed toward, or hazing of, a member of the campus community.

(l) Violation of any order of a campus president, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this Section.

(m) Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.

(n) For purposes of this Article, the following terms are defined:

(1) The term "member of the campus community" is defined as meaning California State University and Colleges Trustees, academic, non-academic and administrative personnel, students, and other persons while such other persons are on campus property or at a campus function.

(2) The term "campus property" includes:

(A) real or personal property in the possession of, or under the control of, the Board of Trustees of the California State University and Colleges; and

(B) all campus feeding, retail, or residence facilities whether operated by a campus or by a campus auxiliary organization.

(3) The term "deadly weapons" includes any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy, sandclub, sandbag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club.

(4) The term "behavior" includes conduct and expression.

(5) The term "hazing" means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the campus community; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

(o) This Section is not adopted pursuant to Education Code Section 89031.

(p) Notwithstanding any amendment or repeal pursuant to the resolution by which any provision of this Article is amended, all acts and omissions occurring prior to that effective date shall be subject to the provisions of this Article as in effect immediately prior to such effective date.

NOTE: Authority cited: Sections 66300, 66600, 89030 and 89033, Education Code. Reference: Sections 66017, 66300, 66600, 69910-69913 and 89030, Education Code; and Section 26.2, Penal Code.

HISTORY:

1. Amendment of section and NOTE filed 4-29-77; effective thirtieth day thereafter (Register 77, No. 18). For prior history, see Register 73, No. 15.

2. Renumbering of Article 1.1 (Sections 41301-41304) to Article 2 and amendment of NOTE filed 3-19-82; effective thirtieth day thereafter (Register 82, No. 12).

302. Disposition of Fees: Campus Emergency; Interim Suspension.

The President of the campus may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which he or she is suspended or expelled shall be refunded. If the student readmitted before the close of the semester, quarter, or summer session in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension.

41304. Student Disciplinary Procedures for the California State University and Colleges.

The Chancellor shall prescribe, and may from time to time revise, a code of student disciplinary procedures for the California University and Colleges. Subject to other applicable law, this code shall provide for determinations of fact and sanctions to be applied for conduct which is a ground of discipline under Sections 41301 or 41302, and for qualified admission or denial of admission under Section 41303; the authority of the campus President in such matters; conduct related determinations on financial aid eligibility and termination; alternative kinds of proceedings, including proceedings conducted by a Hearing Officer; time limitations; notice; conduct of hearings, including provisions governing evidence, a record, and review; and such other related matters as may be appropriate. The Chancellor shall report to the Board his actions taken under this section.

NOTE: Authority cited: Sections 66300, 66600, 89030 and 89035, Education Code. Reference: Sections 66017, 66300, 66600, 69810-69813 and 89030, Education Code; and Section 626.2, Penal Code.

HISTORY:

1. Amendment of NOTE filed 4-29-77; effective thirtieth day thereafter (Register 77, No. 18). For prior history, see Register 72, No. 35).
2. Amendment of NOTE filed 3-19-82; effective thirtieth day thereafter (Register 82, No. 12).

Article 3. Student Body Organizations**41400. Scope of Article.**

NOTE: Authority cited: Sections 66600, 89030, 89035 and 89300, Education Code. Reference: Sections 66600, 89030, 89300-89302, Education Code.

HISTORY:

1. Amendment filed 4-29-77; effective thirtieth day thereafter (Register 77, No. 18).
2. Renumbering of Article 2 (Sections 41400-41411) to Article 3 and repeal of Section 41400 filed 3-19-82; effective thirtieth day thereafter (Register 82, No. 12).

41401. Calling of Election.

The president of a campus in which a student body organization has been established may call an election which shall be called, held and conducted pursuant to this article, to determine whether a student body membership fee shall be fixed which shall be required of all regular, limited and special session students attending the campus.

NOTE: Authority cited: Sections 66600, 89030, 89035 and 89300, Education Code. Reference: Sections 66600, 89030, 89300-89302, Education Code.

HISTORY:

1. Amendment filed 9-22-65; effective thirtieth day thereafter (Register 65, No. 18).
2. Re filed 10-29-65 (Register 65, No. 20).
3. Amendment filed 8-22-72; effective thirtieth day thereafter (Register 72, No. 35).
4. Amendment filed 3-19-82; effective thirtieth day thereafter (Register 82, No. 12).

IV - 3

STUDENT POLICY

GRADE APPEAL PRACTICES AND PROCEDURES

NOVEMBER 3, 1981

Preface

The University Grade Appeal policy has been developed and written by the Student Affairs Committee of the Academic Senate in consultation with faculty, students, staff and administrators.

It is a general policy suggested for schools to follow. The faculty of the individual schools may adopt a policy which varies from the university grade appeal procedure, as long as the alternative procedure conforms to Chancellor's office Executive Order 320, Assignment of Grades and Grade Appeals.

Each school is required to forward its written policy to the Provost, or his assigned party by the end of the Fall semester 1981, so that the Provost's office may ascertain whether or not the policy is in compliance with Executive Order 320.

Upon approval of the school policy, dean's offices and department offices are required to maintain copies on file so that they can be distributed to students upon request.

The record of Grade Appeals in each school is to be reviewed by the Student Affairs Committee by Spring 1983.

Definition of Terms

1. Appealable Grade: A grade is appealable when the grade assigned as a final course grade does not reflect what the student has earned according to the criteria for grading as outlined by the instructor of the course.
2. Instructor of Record: The instructor of the course, thesis, project who is responsible for evaluation and determination of the final grade.

Introduction

The following recommendations are set forth in an attempt to offset the need to initiate formal grade appeal procedures.

1. The formal grade appeal process is a serious procedure which should only be initiated when the grade assigned does not reflect the criteria for grading as outlined by the instructor.
2. It is the responsibility of the instructor to define his/her grading policy and criteria as early in the semester and as explicitly as possible while conforming to accepted university practices. If there is any deviation from this original statement of policy, all affected students should be informed.
3. It shall be assumed that the grade assigned is correct and that the student appealing the grade must justify the need for a change of the grade assigned.
4. Procedural questions (e.g., allegations of improper grade appeal procedure) shall be referred to the university legal officer or assign(s), but the evaluation of the extent to which criteria were or were not followed will not be conducted beyond the school level.

5. Normally, grade appeals should be resolved informally between the student and faculty involved.
6. A student who believes he/she has been assigned an improper grade, as defined in definition of terms, should meet with the instructor of record and together review the grading procedures used to determine the grade assigned on the student's transcript. If, after careful review of grading procedures, the student is still dissatisfied or if the instructor of record refuses to take part in the informal process, the student may initiate the formal grade appeal procedure.
7. Only after the informal grade appeal procedure has been followed may the formal grade appeal be initiated.

Formal Grade Appeal Procedure

The following steps define the progress of the formal grade appeal procedures.

1. Formal grade appeals must be initiated by the student during the semester following the award of the grade. The instructor may change a grade if it is found that there was an error, work was overlooked, etc. Except for changes made by the instructor, grades shall not be changed except through the appeal process.
2. Normally, any differences of opinion between an instructor and student concerning a grade herein relevant should be resolved between the individuals involved. If the instructor of record will not be available within one semester, the departmental chair or assign(s) may act in lieu of the instructor of record for the purpose of grade appeals. If the instructor and student cannot resolve their differences of opinion, the student must present a written brief outlining the problem and the area of disagreement to the departmental chair. After notification by the departmental chair that a grade appeal brief has been filed, the instructor must respond to the departmental chair in writing within ten working days. The departmental chair or assign(s) will attempt to serve as mediator working with the individuals to resolve the dispute. If this mediation proves unsuccessful, the department chair shall decide whether there are reasonable grounds for a grade appeal. If the department chair decides there are reasonable grounds, a department Grade Appeal Committee, as described below, will be convened by the department chair. If the department chair decides that there are no reasonable grounds for the formation of a department Grade Appeals Committee, this decision may be appealed to the school dean. If the school dean decides that there are reasonable grounds, then the school dean shall ask the department chair to form a department Grade Appeal Committee. If the school dean decides that there are no reasonable grounds, this decision may be appealed to the Provost. The final authority for determining reasonable grounds for a grade appeal rests with the Provost.
3. The departmental Grade Appeal Committee shall consist of the following persons:
 - 3 qualified departmental faculty, 1 selected by the instructor of record, 1 by the student, and the third by those two¹

¹If the student appealing the grade cannot find a departmental faculty person willing to serve, the department chair shall appoint the second faculty person.

1 student enrolled in the department courses selected by the student appealing the grade

The committee shall elect its own chair. A simple majority shall prevail in the committee.

4. The function of the departmental Grade Appeal Committee shall be to evaluate the grading procedures and, if necessary, to re-evaluate the student's assignments for the course in terms of criteria established by the instructor of the course. The student member on the departmental grade appeal committee may not participate in the vote for grade assignment.
5. All pertinent data, papers, records, etc., together with written briefs, will be submitted to this committee for study. The committee may meet individually or collectively with those involved in its quest for a determination, and the committee may choose to continue mediation efforts. Each party may bring another person with them as support or spokesperson at any stage in the process. In any appeal, the litigant has the option of meeting individually with the committee.
6. The committee may determine that the assigned grade shall remain unchanged, that it be raised to a specific grade, or that it be lowered to a specific grade. The committee's decision, including minority opinions when they exist, shall be reported in writing to the departmental chair, the instructor of record, and the student involved. If either the instructor or the student is dissatisfied with the decision at the departmental level, written notification will be forwarded to the departmental chair within five working days. The departmental chair will subsequently forward a request for a school level grade appeal procedure within five working days.

Note: If the departmental Grade Appeal Committee has made no decision with respect to the grade appeal within thirty working days, the departmental chair will refer the entire matter to the relevant school dean.

7. The school dean or assign(s) will review the findings to date and will attempt to act as a mediator in resolving the dispute. If mediation at the school level does not lead to resolution, then a Grade Appeal Committee shall be formed by the school dean within ten working days. This committee shall include the following persons:

3 qualified faculty² members from the school, 1 selected by the instructor of record, 1 by the student appealing the grade,³ and a third by those two

1 student from the school appointed by the dean

1 student selected by the student appealing the grade

The committee shall elect its own chair. A simple majority shall prevail in the committee.

²"Qualified faculty" means one or more persons with academic training comparable to the instructor of record who are presently on the faculty at the campus. Executive Order No. 320.

³If the student appealing the grade cannot find a qualified school faculty person to serve, the school dean shall appoint the third faculty person.

8. The function of the school Grade Appeal Committee shall be to evaluate the grading procedures as well as to, if necessary, re-evaluate the student's assignments for the course in terms of criteria established by the instructor of the course. The student members on the school Grade Appeal Committee may not participate in the vote for grade assignment. The committee's decision may be to keep the assigned grade, to raise the assigned grade, or to lower the assigned grade.
9. The school committee shall provide a written justification to the school dean for its decision including minority opinions when they exist. The school dean shall provide a written statement informing the student and the instructor of the committee's ruling.
10. In the case of a change of grade, if the instructor of record does not implement the change of grade decided upon by the committee, the dean shall implement the change of grade on the student's official transcript through the ordinary change of grade procedure. This shall be the last step in the deliberation of the formal grade appeal.
11. The school dean shall provide a written record of the results of all grade appeals which effect a change of grade to the Provost. School deans shall also provide an annual summary to the Academic Senate of the number of cases heard and the result of each case.

IV - 4

STUDENT POLICY

**STUDENT GRIEVANCE PROCEDURES
ACADEMIC SENATE POLICY S 82-85**

APPROVED MAY 26, 1982

UPDATE: F 86-85

APPROVED MARCH 8, 1972

RECOMMENDED CHANGES TO THE STUDENT GRIEVANCE POLICY
Academic Senate Policy Recommendation P86 85

At its meeting of October 7, 1976, the Academic Senate approved the following changes in the Student Grievance Policy (S82-85). The new wording is in bold type. The full text of the current policy appears on pp. 736-740 of the Bulletin.

1.0 STUDENT GRIEVANCE PROCEDURES

1.1 GENERAL PROVISIONS. These procedures are to be used for the processing of student complaints about actions (with the exception of grade appeals and sexual harassment cases) taken on behalf of San Francisco State University.

1.5 APPEAL PROCEDURES

1.5.1 Either the grievant or the respondent may appeal the decision of the Provost.

1.5.2 The party wishing to appeal the decision must deliver a written appeal to the President with copies to the opposing party and to the coordinator. This appeal must be so delivered within five instructional days from the date of ~~the decision of the Provost~~ receipt of the Provost's decision delivered by registered mail.

*****APPROVED BY PRESIDENT CHIA-WEI WOO 10/9/86*****

8/1/82

STUDENT GRIEVANCE PROCEDURES
Academic Senate Policy Recommendation S82-85

At its meeting of December 15, 1981, the Academic Senate approved the Student Grievance Procedures (F81-85). Amendments to this policy were approved by the Senate on May 18, 1982.

I. GENERAL PROVISIONS

These procedures are to be used for the processing of student complaints about actions (with the exception of grade appeals) taken on behalf of San Francisco State University.

A grievance must be filed within six months of the date the wrong occurred, regardless of the date of discovery. Formal procedures shall normally be initiated no later than five weeks before the first day of finals in the semester to allow sufficient time for a possible hearing. Compliance with this limitation on filing shall be determined by the Coordinator of Student Grievance, and that determination shall be final. Grievances not meeting this time limit, complaints and grievances previously resolved by informal means, and grievances arising out of previous grievances shall not be processed under these procedures.

A student may not utilize these procedures if a remedy is being sought by any other means for all or any part of the matter grieved.

II. DEFINITIONS

1. "Attorney" means a person admitted to the practice of law before any state or federal court.
2. "Grievance" means a written complaint by a student arising from an action taken on behalf of San Francisco State University by one or more members of the faculty, administration, or staff which allegedly affects the student adversely and which allegedly is either unreasonable or violates a university regulation or policy.
3. "Grievant" means a student presently enrolled at San Francisco State University or one who has been enrolled there within the preceding six months who has filed a grievance.
4. "Instructional day(s)" means any day(s) on which regularly scheduled classes or examinations are held at San Francisco State University.
5. "President" means the President of San Francisco State University or any person designated by the President.
6. "Respondent" means the university administrator, faculty, or staff member (or designee as determined by the coordinator) most directly responsible for the alleged official action(s) which caused the complaint.
7. "Shall" is mandatory and "may" is permissive.

III. INFORMAL PROCEDURES

1. Before a student may invoke the formal grievance procedures specified in Section IV, the following requirements must be satisfied:

Students or faculty with questions regarding these procedures should call the Coordinator of Student Grievance in the office of Associate Provost for Educational Support Services.

- a. The student shall meet first with the grievance coordinator and then with the San Francisco State University administrator, faculty or staff member whom the student feels is most directly responsible for the official action(s) which caused the complaint and attempt to settle the matter informally. If, in the opinion of the grievance coordinator, the person chosen by the student is not the person most directly responsible for the official action(s) which caused the complaint, or is not available, in the interest of reaching an informal settlement the Coordinator may require that the student additionally meet with the San Francisco State University representative whom the coordinator feels is most directly responsible. The coordinator has the authority to deviate from the following procedures if circumstances dictate.
- b. If, after satisfying Section 1.a. (above), the matter remains unsettled to the satisfaction of the student, the student shall meet with the appropriate unit head and attempt to settle the matter informally.
- c. If, after satisfying Sections 1.a. and 1.b. (above), the matter remains unsettled to the satisfaction of the student, the student shall discuss the matter with the appropriate supervising administrator. The appropriate person for these purposes shall be determined by the coordinator.
- d. If the supervising administrator is unable to informally settle the matter to the satisfaction of the student, the student may then invoke the formal grievance procedures in Section IV (below).

IV. FORMAL PROCEDURES

1. At any point in the proceedings, the grievant may move to withdraw the grievance or accept an informal solution.
2. Initial Steps
 - a. To invoke formal grievance procedures, the grievant shall first consult with the coordinator concerning all aspects of pursuing a grievance, including these procedures. To initiate a grievance, the grievant shall deliver the required written complaint to the coordinator who shall transmit sealed copies to the respondent, and the respondent's immediate supervisor. This grievance shall specify the following:
 - 1) that it is a grievance;
 - 2) the name and current address and telephone number of the grievant;
 - 3) The name and position of the campus office or employee whom the grievant feels is most directly involved or responsible for the alleged actions which prompted the grievance;
 - 4) the wrong alleged, the action from which the alleged wrong arises, and the dates of the occurrence, and discovery by the grievant, of that action;

- 5) the remedy sought; i.e., what the grievant hopes to attain as the result of the grievance.
 - b. The coordinator shall inform grievant and respondent of their rights under these procedures and shall initiate the steps necessary for selection of the Grievance Hearing Committee (Committee). The coordinator will also notify all other concerned parties that a grievance has been instituted. The selection of the committee shall normally occur within ten instructional days after the coordinator has determined that all informal means for resolving the complaint have been exhausted. The coordinator shall be available to both the grievant and the respondent for instruction in or interpretation of these procedures. Interpretations of specific provisions of the grievance procedures by the coordinator shall be final for all purposes.
 - c. The respondent shall provide the grievant with a written answer to the grievance, with a copy to the coordinator within five instructional days of receipt of the grievance by the respondent.
 - d. The respondent and the grievant shall notify the coordinator in writing prior to the drawing for the hearing committee if an open hearing is desired.
 - e. The grievant and the respondent may each name a representative from the campus to accompany them in the grievance hearing, except that those who were involved in the informal attempts to resolve the grievance may not serve as a representative. The name of the representative must be given to the coordinator prior to the grievance hearing. Normally, attorneys may not appear in the proceedings. However, if either the grievant or the respondent is an attorney, the other party may be represented by an attorney.
3. Selection of the Grievance Hearing Committee
- a. The coordinator shall notify the grievant and the respondent in advance of the date, time, and place of the selection of the committee. Both parties may be present at this meeting with or without a representative. At the selection, only the opposing parties and their representatives, if any, and the coordinator shall be present.
 - b. The committee shall consist of three members; one student, one faculty member and one professional staff member. Those who have first-hand information on, or direct involvement with, the subject of the grievance shall be ineligible to serve on the committee. Determinations of eligibility for the committee shall be made by the coordinator and shall be final for all purposes.
 - c. The coordinator shall draw three names from the student list. This list will be composed of an annual panel of 40 students willing to serve, selected by the coordinator from 100 students drawn at random from the entire student body.
 - d. The coordinator shall draw three names lists composed of faculty and staff according to the selection procedures for their respective grievance panels.

- e. At the drawing, the coordinator shall provide an opportunity for both the grievant and the respondent to excuse without cause one person from each group (students, faculty, staff). If more than one name in any group is left, the coordinator will select one name from each group.
- f. Similarly, an opportunity shall be provided to both the grievant and the respondent to request that any of the persons drawn be excused for cause. The coordinator shall grant or deny such requests, and these decisions shall be final for all purposes. Those excused shall be replaced by the same method as the original selections.
- g. Faculty, staff, or students unable to serve shall be replaced by the same method as the original selections.
- h. Hearings shall be closed unless both parties request an open hearing. Whether the hearing will be open will be announced by the coordinator at the drawing for the hearing committee.

4. Grievance Hearing Procedures

- a. Formal grievance hearings shall be held only during the fall and spring semesters unless both the grievant and the respondent, as well as the committee, can be present and witnesses, if any, are available. If the grievance was filed later than five weeks before the first day of finals, the hearing may be held early in the following semester.
- b. When the committee has been selected, the coordinator shall inform all parties to the grievance of the time, date, and location of the hearing, as well as decisions on other matters which affect the hearings.
- c. The committee shall normally convene within ten instructional days of its selection. The committee shall normally be convened by the Coordinator of Student Grievance one-half hour before the hearing to select from among its own members a chair and to discuss hearing procedures.
- d. Two of the three members of the committee shall constitute a quorum.
- e. At a closed hearing, attendance shall be limited to the grievant and representative, the respondent and representative, witnesses while giving evidence, the coordinator, and members of the committee. The content of the proceedings in a grievance hearing closed to the public and the committee recommendations resulting therefrom shall not be made public by any participant in the hearing. In the event these matters should become public, however, such public statements as are appropriate may be made by the university. This policy of confidentiality shall not preclude discussion of the case with others as necessary to prepare for the hearing, nor shall it preclude subsequent action following appropriate procedures on the basis of evidence developed at the hearing. At an open hearing, all witnesses except for the grievant, the respondent, and their representatives, if any, shall be excluded except while giving evidence.

The chair has the authority to close an open hearing at any time if, in the judgment of the chair, the conduct of the audience or the participants is so disruptive that the only viable means of conducting a fair session is through a closed hearing.

- f. Subject to 4.h. (below), both the grievant and the respondent may offer evidence, with the grievant doing so first.
- g. Within the guidelines of these procedures, and subject to overrule by the committee, the chair may establish necessary rules for the conduct of the hearing and decide procedural issues presented.
- h. The hearing shall not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted, if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, except that evidence which is merely repetitious or cumulative shall be excluded.
- i. Both parties or their representatives may make an opening statement. The grievant has the burden of persuasion and shall demonstrate by a preponderance of the evidence that the grievant was directly wronged by the action that gave rise to the grievance. After the opening statements, if any, both parties shall answer questions the committee may have regarding the case. Both parties and their representatives may then question each other, as well as all witnesses concerning any aspect of the grievance. Both parties and their representatives shall have access to all documents presented to the committee and may question the other party about those documents.
- j. Both parties or their representatives may present a closing statement with the grievant going first and then being allowed the final word. Any closing statements shall be limited to the evidence presented. There shall be no questioning of the parties during or after the closing statements.
- k. By majority vote of those present and based only on evidence accepted at the hearing, the committee shall prepare and sign a written report containing findings of fact and recommendations respecting the grievance. In the event of a tie vote, two reports shall go to the Provost. All non-committee members shall be excluded from the deliberations. The committee shall not find for the grievant unless it finds that an official action was taken which was not generally or specifically authorized, or which was unreasonable; i.e., no reasonable person would have taken the action under the circumstances.
- l. The committee report, along with the grievance and any written response thereto, shall be presented to the Provost for decision, usually within five instructional days of the end of the hearing.
- m. Normally, within five instructional days following receipt of the committee report, the Provost shall furnish a written decision on the grievance to the grievant, the respondent, the coordinator, and to the committee. If the grievance concerns an area within administration, the Provost shall consult with the Vice President for Administration.

- n. Decisions not implementing the recommendation of the committee shall contain reasons for that lack of implementation.

V. APPEAL PROCEDURES

1. Either the grievant or the respondent may appeal the decision of the Provost.
 2. The party wishing to appeal the decision must deliver a written appeal to the President with copies to the opposing party and to the coordinator. This appeal must be so delivered within five instructional days from the date of the decision of the Provost.
 3. The appeal shall specify the following:
 - a. that it is an appeal;
 - b. the name and current address and telephone number of the appellant;
 - c. the reasons for the appeal and the facts supporting those reasons.
 4. Within five instructional days of receipt of a copy of the appeal, the coordinator shall cause all grievance materials received to be forwarded to the President.
 5. Within five instructional days of receipt of the appeal, the other party may deliver a written response to the appeal to the President, with copies to the appellant and to the coordinator, setting forth the reasons why the appeal should be denied and any facts supporting those reasons.
 6. Normally, within fifteen instructional days of receipt of the appeal, the President shall render a decision thereon which shall be final for all purposes.
- VI. It shall be the responsibility of the coordinator to assist in implementation of grievance decisions.

Approved May 26, 1982 by President Bondy

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STUDENT POLICY

**BOARD OF APPEALS AND REVIEW
ACADEMIC SENATE POLICY S 84-121
(REPLACING F 81-83)
APPROVED JUNE 4, 1984**

BOARD OF APPEALS AND REVIEW

V 101. 11. 1987
1/24/82

Academic Senate Policy Recommendation F81-83

At its meeting of December 8, 1981, the Academic Senate approved the following changes in the composition of the Board and also brings the language up-to-date.

All students at San Francisco State University, as they work toward their educational objectives, are expected to adhere to a number of regulations and policies which have been established by the State Legislature, the Board of Trustees of the California State Universities and Colleges, and San Francisco State University.

In administering these regulations and policies, the University recognizes that it must at times take into consideration the special needs of the individual student. The President, by virtue of his authority and responsibility for the administration of the educational program in the University, has delegated to the Board of Appeals and Review the responsibility for ruling on requests for special consideration. This Board, in addition to acting on individual requests for special consideration, also evaluates policies and regulations and, when appropriate, recommends to the appropriate body reconsideration of policies and recommends modifications in interpretation and application of policies.

Membership on Board of Appeals and Review

Dean of Graduate Studies and Research

or

Dean of Undergraduate Studies (to be appointed by the President)

1 dean of a school (to be appointed by the President)

2 faculty members (appointed by the Academic Senate) (to serve two-year terms — one faculty term ending each year)

Director of Admissions and Records

Director of Advisement and Counseling

Registrar (non-voting, to serve as secretary and record-keeper)

Associate Provost of Educational Support Services

2 students, selected by the Associated Students

.....

I have reviewed Academic Senate Policy Recommendation #F81-83 re: Board of Appeals and Review Membership and approve it. I am assuming students will be selected by the Associated Students.

President Paul F. Romberg
December 16, 1981

ACADEMIC SENATE, pages 1-3

BOARD OF APPEALS AND REVIEW
Academic Senate Policy Recommendation S84-121
(Replacing P81-83)

At its meeting of May 22, 1984 the Academic Senate approved the following policy:

All students at San Francisco State University, as they work toward their educational objectives, are expected to adhere to a number of regulations and policies which have been established by the State Legislature, the Board of Trustees of the California State Universities and Colleges, and San Francisco State University.

In administering these regulations and policies, the University recognizes that it must at times take into consideration the special needs of the individual student. The President, by virtue of his authority and responsibility for the administration of the educational program in the University, has delegated to the Board of Appeals and Review the responsibility for ruling on requests for special consideration. This Board, in addition to acting on student requests for special consideration, also evaluates policies and regulations and, when appropriate, recommends to the appropriate body reconsideration of policies and recommends modifications in interpretation and application of policies.

Membership on Board of Appeals and Review

Dean of Graduate Studies and Research

Dean of Undergraduate Studies

4 faculty members (appointed by the Academic Senate to serve two-year terms — one faculty term ending each year). No more than one may be appointed from any one school.

Director of Admissions and Records

Director of Advisement Services

Registrar (non-voting, to serve as secretary and record-keeper)

2 students, (selected by the Associated Students)

It is anticipated that the Associate Provost for Educational Support Services might attend sessions of BOAR at will or by invitation to consult with the Board or to clarify issues of mutual concern. The Associate Provost will not be a voting member.

Quorum:

A quorum is defined as a minimum of five voting members present at the scheduled BOAR meeting.

Chair:

BOAR shall select its own chair.

REQUESTS FOR EXCEPTIONS TO ACADEMIC POLICIES
SUBJECT TO BOAR REVIEW

APPEALS OF DIRECT ACTION

The Board hears appeals on the following direct actions:

1. Withdrawal from an individual course which has been previously denied at School Dean's level;
2. Withdrawal from the University occurring within the last three weeks of the semester or retroactively for reasons other than "verified cases of accident or serious illness";
3. Administrative withdrawal for academic reasons (e.g.: upon repeat of same course within one year);
4. Changes to/or from Auditor status after the deadline when denied at the School Dean's level.

APPEALS FOR EXCEPTION TO UNIVERSITY GRADUATION POLICIES

The Board hears appeals on the following University Graduation Policies:

1. that only 30% of a student's courses may be graded "Credit";
2. that only 60 units may be in one discipline (major).
3. course equivalencies for graduation requirements which do not fall into normal guidelines (except BOAR cannot act on cases involving acceptance of community college work as upper division credit, which is prohibited by Title 5);
4. that there must be 45 graded SFSU units to qualify for graduation with honors;
5. the retroactive award of a degree for students who have missed filing deadlines and petition for the degree retroactively rather than accepting the next available degree date. (Requests falling within one year of the date of graduation have customarily been acted on by the Admissions and Records staff);
6. the acceptance of upper division credit which was completed prior to the award of the Bachelor's degree as a graduate degree program (beyond that allowed by University criteria of having been completed the last semester of undergraduate study and not in excess of 12 units).

REQUESTS FOR EXCEPTIONS NOT SUBJECT TO BOAR REVIEW

The Board does not review the following requests for exceptions:

1. Stipulated requirements of Title 5, or other State laws or regulations;
2. Grade changes subsequent to the award of a degree;

3. Any change of grade within the appropriate grading policy involving a reevaluation of work (authority for which has been delegated to each School Grade Appeal Committee as established by the School Dean);
 4. Course equivalencies involving an evaluation of course content in terms of its applicability to major program requirements;
 5. Change in major program requirements;
 6. Variations in G.E. requirements which have been denied by the Undergraduate Dean's Office and by the Council of G.E. Advising Coordinators acting as an Appeals Board.*
- * Should G.E. policy and practice change so as to abolish the Council of G.E. Advising Coordinators, BOAR might assume this review function.

Time of Meetings:

BOAR normally meets monthly during the academic year.

Rights of Consultation:

BOAR members may, in individual appeal cases where additional clarification is needed, solicit consultation with appropriate deans, directors, faculty or students.

When a student files a petition, a copy should be sent to all participants in the original action.

Report Relationship:

BOAR shall report through the Academic Senate to the President.

****Approved by President Woo, June 4, 1984****

RESOLUTION

- WHEREAS the MOU, as agreed upon by the CFA and the CSU mandates a six year probationary period for the award of tenure; and
- WHEREAS there exists conflict over whether the six year inclusion of such a probationary period in the MOU was allowable as a bargainable issue; and
- WHEREAS the Academic Senate, San Francisco State University, does not wish to hinder the retention and tenure process of tenure track faculty hired at SFSU subsequent to October 1, 1983; therefore be it
- WHEREAS that the Academic Senate, San Francisco State University recommends the attached policy on Hiring, Retention and Tenure; and be it further
- WHEREAS that the Academic Senate, San Francisco State University, in recommending the attached policy on Hiring, Retention and Tenure, refuses to acknowledge the appropriateness of the CSU-CFA bargaining process whereby the criteria and standards for tenure have been modified to extend the normal probationary term from four years to six years.

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FACULTY POLICY

**CODE OF FACULTY CONDUCT - 1974
PROCEDURES FOR ADJUDICATING CHARGES
BROUGHT AGAINST A MEMBER OF THE FACULTY**

CODE OF FACULTY CONDUCTPreamble:

We, the Faculty of San Francisco State University, in order to provide a fair, equitable, and binding code of faculty conduct; to incorporate the principles of peer adjudication; to establish procedures for the enforcement of a code specifically for the Faculty of the University; to recognize the situational character of ethical norms; and to protect the rights of all members of the academic community, do hereby promulgate the following Code of Faculty Conduct.

A. GENERAL PRINCIPLES

The major responsibilities of a faculty member may be considered from five major perspectives: (1) as a professional; (2) as a teacher; (3) as a colleague; (4) as a faculty member at San Francisco State University; and (5) as an administrator at San Francisco State University.

1. In the exercise of his/her profession, the academic professional assumes a commitment to:
 - a. practice, foster, and defend intellectual honesty, freedom of inquiry and instruction, and free expression.
 - b. maintain his/her professional competencies.
2. As a teacher, the faculty member:
 - a. demonstrates respect for students as individuals.
 - b. encourages the pursuit of learning by his/her students.
 - c. avoids any exploitation, intimidation, or harassment of his/her students.
 - d. makes every reasonable effort to evaluate each student's work on the basis of stated criteria; to base that evaluation solely on the student's academic accomplishments and no other criteria such as race or sex or personal beliefs, preferences or actions; and to provide each student with appropriate assessment of his/her work throughout the semester.
 - e. respects the confidential nature of the relationship between professor and student.
 - f. teaches without partiality all students who wish to learn and who are qualified to do so within the specific instructional and institutional framework.
 - g. focuses the work of each of his/her courses on the subject matter as announced to his/her students, in general conformity with the subject as approved or defined by the faculty in their collective responsibility for the curriculum.

- h. refuses to use the authority of his/her position to require adherence to any particular doctrine, dogma, or any other belief system.
 - i. is responsible for teaching his/her classes.
 - j. establishes student work loads proportionate to the unit credit of the course; makes clear to his/her students at the outset of instruction the anticipated work expectations of the course; is available to students for consultation on matters connected with their courses of study; and attempts to mitigate the harmful effects which any particular student may suffer as a result of unavoidable time conflicts among the student's academic obligations.
- 3. As a colleague, the faculty member:
 - a. honors and defends the right of his/her associates to freedom of inquiry and expression.
 - b. bases his/her decisions in all personnel matters on evidence which has been systematically gathered and evaluated, and on criteria which are publicly stated.
 - c. acknowledges his/her scholarly debts.
 - d. shares responsibility for the processes of academic self-governance in the department, the school, and the university.
- 4. As a faculty member of San Francisco State University, the faculty member:
 - a. abides by policies and regulations which are clearly and publicly stated; which have been arrived at through appropriate faculty procedures; and which relate to academic matters such as curriculum and grades.
 - b. retains the right to criticize such regulations and to seek revision, through due academic processes, of such regulations as seem unwise.
 - c. does not allow the amount or character of employment outside the University to interfere with his/her responsibilities as an academic professional, teacher, or colleague.
- 5. As an administrator at San Francisco State University, the faculty member:
 - a. adheres to academic due process with regard to administrative appointments.
 - b. adheres to the processes of academic governance as adopted by the faculty and approved by the President or other appropriate administrative authority.
 - c. permits to be entered into a faculty member's personnel file only that material which has been examined by the faculty member concerned.

B. PROCEDURES FOR ADJUDICATING CHARGES BROUGHT AGAINST A MEMBER OF THE FACULTY

1. Each School of the University shall elect an Ombudsman for a two-year term of office.
2. It shall be the responsibility of the School Ombudsman to:
 - a. meet with each party to a charge against a faculty member, evaluate its gravity, inform each party of the established procedures, and attempt to mediate a resolution of the charge.
 - b. receive every written and signed charge of a violation of the Code of Faculty Conduct which a student or colleague or relevant other person formally levies against any faculty member who teaches in an academic department or program within that particular School; notify the accused of the charges; and inform him/her of his/her legal position and optional courses of action. No charge shall be accepted which relates to an event occurring earlier than the preceding academic year.
 - c. form an investigating team, for each case so initiated, composed of him/herself and one other faculty member designated by the accused, to serve as his/her Faculty Representative throughout the investigation and any subsequent hearings.
 - d. constitute a Faculty Conduct Panel, composed of five members, chosen by lot from the tenured teaching faculty of the School.
 - e. notify the School Dean, or other appropriate academic officer, and the Faculty Conduct Panel of the charge of a violation of the Code of Faculty Conduct against a specified faculty member, indicating the name of the Faculty Representative who is assisting him/her in the investigation of the charge.
 - f. make every reasonable effort, in cooperation with his/her associate on the investigating team, to obtain an understanding of the facts and issues involved.
 - g. convene the Faculty Conduct Panel at the earliest practicable date to consider the results of the investigation.
 - h. receive and maintain a file of the formal written decisions of each Faculty Conduct Panel.
3. It shall be the responsibility of all faculty, administrators, and staff to cooperate with the investigation and the subsequent hearing.
4. It shall be the responsibility of the Faculty Conduct Panel to:
 - a. consider fully the charges made against the accused professor, and to hear the presentations made by the accuser(s), the accused, the faculty member associated with the investigation, and the Ombudsman.
 - b. reach a formal, written decision as to the merits of the charge of a violation of the Code of Faculty Conduct; and forward copies of this decision to the Ombudsman, the Academic Senate Adviser, the appropriate academic officer, and the personnel folder of the faculty member concerned.
5. The Faculty Conduct Panel shall have the power to recommend to the appropriate academic or administrative officer(s) that:
 - a. All charges be dismissed and that no further action on these charges be taken within the disciplinary procedures of the University.
 - b. The accused professor be ordered to cease and desist from certain specified actions.

- c. A formal letter of censure be added to the accused professor's personnel file.
 - d. Other specified actions be taken.
6. It shall be the responsibility of the Faculty Conduct Panel to recommend to the Academic Senate that its appropriate committee(s) should develop policies in specified areas of concern.
 7. The Academic Senate shall elect at least one person to serve as an Adviser for Faculty Conduct panels.
 8. It shall be the responsibility of the Academic Senate Faculty Conduct Adviser(s) to:
 - a. establish procedures for coordinating the activities of duly elected School Ombudsmen.
 - b. serve as Official advisers on all matters of procedure. He/she shall take care that the following procedures are observed:
 - (1) Reasonable notice of meetings shall be afforded to all immediate parties, and all hearings shall be scheduled at reasonable times and places.
 - (2) The faculty member shall have the right to be present and to have his/her Faculty Representative act in his/her behalf throughout the hearing.
 - (3) Meetings shall be open to all immediate participants in the case, to witnesses at the time they are appearing, and such other persons as shall be mutually agreed upon by all parties to the case.
 - (4) All immediate parties to the case shall have the right to present and question witnesses.
 - (5) All hearings shall be tape recorded. In the event that the charges against the faculty member are dismissed, the tapes shall be destroyed; if any other action is taken, the tapes shall become part of the permanent record.
 - (6) While formal rules of evidence shall not apply, hearsay evidence will not be admitted.
 - (7) The Faculty Conduct Panel shall elect its own Chairman, who shall preside at all hearings.
 - (8) A unanimous vote of the members of the Faculty Conduct Panel shall be requisite to any finding of fact; a majority vote shall be required for any action taken on the basis of that finding.
 - c. Submit periodic reports to the Academic Senate.
9. Appeals from the decisions of the Faculty Conduct Panel may be made to the Academic Freedom Committee which shall have the power to require the constitution of a new Faculty Conduct Panel to hear the case again.

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FACULTY POLICY

ACADEMIC FREEDOM

APPROVED FEBRUARY 9, 1971

ADDENDUM: ARTICLES 6 AND 7

APPROVED NOVEMBER 9, 1971

ACADEMIC FREEDOM COMMITTEE

APPROVED DECEMBER 2, 1969

GUIDELINES FOR ACADEMIC FREEDOM
AND RESPONSIBILITY

The following proposed guidelines are by no means exhaustive; additional principles undoubtedly will be added as experience necessitates their articulation. Each of the principles expressed is included at this time because of serious violations of it during the past two years.

1. Faculty members, as well as students, are free to hold and express opinions about material offered in their courses, and this right must not be impinged on by threats, force, or other intimidation; however,

Students have the right to disagree with the conduct or content of courses and to seek change, but such freedom does not include the right to disrupt orderly classroom activities or avoid fulfillment of the expectations of the course; however,

Academic freedom for faculty members must include a means for seeking the censure or dismissal of students guilty of disruptive, destructive, or unethical classroom behavior.

2. Academic freedom for faculty members includes the right to judge and grade the academic performances of students.

Academic freedom includes the right of students to be fairly and competently evaluated and graded. Punitive grading is not acceptable except in cases of cheating or plagiarism.

3. Students have the right to the instruction promised them in official college publications.

It is not inappropriate for faculty and students, both in and out of classes, to meet and share their views on a wide spectrum of intellectual and social issues. It is proper for students to seek, and faculty to choose, professionally responsible ways to relating subject matter of courses to those social crises that arise temporarily and unpredictably.

In the event of temporary departures from the normal course of instruction to discuss campus issues or community problems, faculty should make reasonable efforts to find ways of making up for missed material. In most foreseeable, if not all circumstances, instruction is to take place at the time and location indicated in college publications except in such usual academic practices as field trips, classes meeting off-campus by prior arrangement, experimental course procedures approved by the department and for which students have received notice prior to registration, etc; at the same time.

4. Academic freedom includes the right of both faculty and students to seek censure of faculty members by complaint, petition, or seeking discipline for incompetence or unprofessional behavior.

5. Students in all academic disciplines have a right to receive effective presentations of a broad spectrum of philosophies relative to those disciplines. This does not mean that each faculty member must give equal weight to all theories appropriate to his discipline, even though objectivity is ordinarily assumed to characterize scholarly pursuits; rather, a spectrum of philosophies or theories should characterize the total offerings within a field.

Approved, February 9, 1971

Faculty Issues, Vol. X, No. 13, p. 6.

ACADEMIC FREEDOM

Addendum to "Guidelines for Academic Freedom and Responsibility"

6. Academic Freedom for all members of the academic community demands that channels of administrative communication be open in both directions, and that they be used regularly and effectively.
7. The responsibilities in academic affairs placed upon deans, department chairmen, and faculty members should be clearly spelled-out and should be respected in the operation of the college. The placing of responsibility should be accompanied by the delegation of the authority necessary to discharge it.

Approved, November 9, 1971

Faculty Action, Vol. 1, No. 5, p. 5.

Also printed as Info. 4-1, Nov 22 1971

ACADEMIC FREEDOM

Proposal for An Academic Freedom Committee

1. That there be formed a standing committee to be known as the Committee on Academic Freedom.
2. That a committee consisting of five faculty members be elected by the faculty at large. At least twice the number of candidates to be elected for each position shall be nominated by the Senate.
3. That the term of office on the committee be three years and members of the committee may be re-elected, but for one additional term only. Vancancies on the committee due to leaves or resignations of other causes shall be filled by the same procedure that guides regular elections (see 2, above).
4. That the following criteria be included among the guides for appointment to the committee:
 - a. academic experience and maturity
 - b. respect and confidence of colleagues
 - c. commitment to the purposes of the academic community
 - d. sensitive awareness of the principles and responsibilities of academic freedom
5. That the committee should be kept as free as possible to arrive at decisions, unhampered by any possible conflict of interests or loyalties to either the Academic Senate or the college administration and that therefore no member of the Academic Senate or of the college administration above the level of department chairman shall serve on the committee.
6. That the committee meet upon call from the chairman of the Academic Senate, or upon its own initiative. Requests for the services of the committee shall be made directly to its chairman.
7. That the charge to the committee be as follows:
 - a. to keep itself informed of current theory and practice of academic freedom;
 - b. to be alert to cases on campus involving possible infringements of the rights and responsibilities of academic freedom;
 - c. to receive requests for its study and advice concerning such cases of possible infringements of the rights and responsibilities of academic freedom on campus;
 - d. to support academic freedom and responsibility whenever and in whatever manner it deems necessary; and
 - e. to govern its actions so as not to interfere with the rights of the individuals involved in grievance procedures or with the effective functions of the grievance machinery;
 - f. to keep the Academic Senate currently informed concerning the committee's activities and to report to the Senate in writing at least once a year.

Approved, December 2, 1969
Faculty Issues, Vol. IX, No. 4, p. 2

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FACULTY POLICY

**ACADEMIC AFFIRMATIVE ACTION
ACADEMIC SENATE POLICY F 84-124
APPROVED DECEMBER 10, 1984**

ACADEMIC AFFIRMATIVE ACTION POLICY STATEMENT
Academic Senate Policy Recommendation -- F84-124

At its meeting of November 20, 1984, the Academic Senate approved the following Academic Affirmative Action Statement:

Introduction

An Affirmative Action Policy for San Francisco State University was first issued in September, 1971, in conformity with federal legislation. Revisions were made in 1975 and further revisions were made in 1983 to conform to the revised CSU policy statement of 1980.

Federal law (Title VII of the Civil Rights Act of 1964 and Executive Orders 11246 and 11375) regarding employment for minority group members and women requires that we initiate an effective Affirmative Action Program. San Francisco State University has long had a commitment to non-discrimination, referred to as Equal Opportunity Employment, which depended on good-faith efforts for enforcement. It is now the policy of California State University and Colleges adopted by the Board of Trustees to go beyond the "non-discrimination" of Equal Opportunity and to encourage positive efforts towards opportunities for employment and advancement of women, members of minority groups, the disabled, disabled veterans, and veterans of the Vietnam era. In accordance with this policy and federal guidelines, we have set realistic Affirmative Action Program goals and have developed plans which enable us to make substantial progress toward those goals; we maintain detailed statistics by which to demonstrate such progress and complete a Federal Compliance Report as required.

The concept of Affirmative Action Programs includes knowledge of where we are now; goals for where we should be; and immediate, imaginative and sustained efforts to devise recruitment, training and career advancement programs that will result in wider representation of the above mentioned groups. It also requires frequent evaluation and analysis to ensure that implementation of the plans continues.

General Policies

The Trustees of the CSU adopted this Policy Statement on Nondiscrimination and Affirmative Action in Employment in 1980.

All personnel shall be hired in full compliance with Title VII of the Civil Rights Act of 1964, on the basis of Executive Orders 11246 and 11375 and according to the California State University and Colleges Policy Statement of Nondiscrimination and Affirmative Action in Employment and the 1983-86 Agreement of the California Faculty Association and The California State University. The policy of CSU states in part:

Nondiscrimination

It is the policy of the CSU to provide equal employment opportunities to all applicants and employees regardless of race, color, religion, national origin, sex, sexual preference, marital status, pregnancy, age, disability, disabled veterans or Vietnam era veterans status. Employment, retention and advancement of employees shall be based on merit and be responsive to the needs of the CSU for quality and excellence.

Affirmative Action

It is the policy of the CSU to promote employment opportunities for the following groups thereafter referred to as affirmative action groups: women, members of minority groups, the disabled, disabled veterans and veterans of the Vietnam era. In accordance with EO 11246, minority group members are defined as Afro-Americans, Hispanic Americans, Native Americans, and Asian-Americans, Executive Order 11375 added Women by amendment.

In addition, policies specific to SFSU are:

- A. In selecting among candidates equally qualified for a particular position in disciplines where there is an underutilization of ethnic minorities, and women, the affirmative action candidate must be selected.
- B. There shall be no blanket prohibition against employment of close relatives. However, no one may serve in capacities where s/he is required to supervise, have fiscal responsibility for, or make decisions on or influence the personnel status of any close relative. (The CSU document describes "close relative")
- C. Compliance with the program will be measured by good-faith actions and by the rate of progress towards our immediate and long-range affirmative action goals. Failure by schools, divisions and departments to make satisfactory progress will result in review and action by the Provost including restriction of faculty positions and other budgetary allocation.
- D. The University supports the hiring of candidates who are qualifiable for either the doctoral degree or its equivalency with the proviso that the requisite of either the doctoral or equivalency be met prior to the candidate receiving tenure as stated in the Faculty Manual.
- E. Each department will comply with the University's Affirmative Action Program, to overcome the "under-utilization" of faculty (having fewer ethnic minorities, and women than would be expected as determined by the Affirmative Action Coordinator).

Statement of General Responsibilities

- I. The President retains overall responsibility for affirmative action at San Francisco State University.
- II. The President is assisted by two Affirmative Action Committees, one for non-academic employees and one for academic employees. If necessary, the President can convene both committees as the Joint Affirmative Action Committee or in joint sessions.
- III. The President will use his/her best efforts to assure that resources are available to administer the affirmative action program in a positive and effective manner. The President will designate an individual as Affirmative Action Coordinator who shall have responsibility for coordinating the affirmative action program.

IV. The AA Coordinator works with an Academic Affirmative Action Committee (AAAC) and the Non-Academic Affirmative Action Committee (NAAAC) in conducting reviews and making recommendations to the President. Among the Coordinator's functions are to:

- A. Assist all schools, departments and non-academic units in developing Affirmative Action Programs;
 - B. Assist the departments and units in their active searches for candidates from affirmative action groups;
 - C. Work closely with that person designated by the Provost to coordinate affirmative action activities in academic affairs;
 - D. In conjunction with the AAAC, make recommendations to the Provost regarding affirmative action compliance in hiring, retention, tenure and promotion decisions;
 - E. Assist departments by the collection of ethnic minority and female availability data to be used in establishing guidelines for utilization;
 - F. Collect, review, and maintain basic information, policies, and procedures concerning ethnic background, sex, disability, job classification, salary level, et cetera, for all employees; and provide meaningful analysis and dissemination of such data;
 - G. Provide for counseling of employees and applicants who believe they have been discriminated against because of race, color, religion, sex, disability, or national origin to resolve informally the matters raised by them.
- V. These Affirmative Action guidelines will be under periodic review by the Affirmative Action Committees and the Affirmative Action Coordinator. Suggested policy changes will be sent to the President for referral and consideration by the appropriate individuals or organizations.

Responsibilities of the Academic Affirmative Action Committee

The SFSU goal is to achieve within each department and administrative unit as a whole, a diverse, multi-racial faculty of both sexes capable of providing for excellence in the education of its students and for the enrichment of the University community. It is the responsibility of the Academic Affirmative Action Committee (AAAC) in conjunction with the Affirmative Action (AA) Coordinator, to monitor departmental efforts to comply with affirmative action regulations.

- I. In order to comply with the Revised Executive Order #4, affirmative action goals and programs must be established.

- A. The AAAC, in conjunction with the AA Coordinator reviews the written report of affirmative action program goals set by each department and administrative unit. Review is based on an analysis of current utilization in relation to availability as determined by the Affirmative Action Coordinator, of minorities and women. This analysis is made for all academic ranks and for tenure/tenure-track or lecturer appointments.
 - B. The AAAC, in conjunction with the AA Coordinator reviews the progress toward achievement of affirmative action goals set the preceding year by each academic department.
- II. The AAAC ensures that a non-discriminatory hiring, retention, tenure and promotion policy is followed.
 - A. The AAAC will review hiring, retention, and tenure decisions, to ensure that they do not result in inadvertent discrimination.
 - B. The AAAC will review promotion decisions to ensure that they do not result in inadvertent discrimination.
- III. The AAAC, in conjunction with the AA Coordinator, will investigate complaints of those who feel that they have been discriminated against on the basis of the Policy Statement on Nondiscrimination and Affirmative Action in hiring, retention, tenure, and promotion decisions. Recommendations will be made to the President via the AA Coordinator. Such investigations in no way replace or substitute for the regularly established University grievance procedures, which must be used in order to exhaust administrative remedies. Where the provisions of this policy are in conflict with the Collective Bargaining Agreements reached pursuant to Chapter 12 (commencing with Section 3560) of Division 4 of Title 1 of the Government Code, the Collective Bargaining Agreements shall take precedence.
- IV. The AAAC make two reports annually.
 - A. In the fall of each year, the Committee presents an analysis to the President, the Academic Senate, and the faculty of the progress toward achievement of affirmative action goals on this campus for the preceding year, the preceding five years, and the preceding ten years.
 - B. In the spring of each year, the Committee presents to the President and the Academic Senate a report on its activities for the preceding year.

Responsibilities of Department Chairs

It is the responsibility of each Department Chair to:

- I. Assure that the selection criteria for faculty positions realistically reflect the knowledge, skills, abilities and experience necessary to perform the job, and that the criteria do not artificially screen out affirmative action groups.
- II. Identify barriers to equal opportunity and eliminate illegal discrimination in hiring, promotion and tenure and to make a good faith effort to alleviate underutilization of protected groups described earlier.
- III. Provide opportunities for affirmative action groups to serve on committees, and to participate on an equal basis with all other faculty in all the department's academic affairs.
- IV. Monitor the working conditions of all faculty to assure equity in space allocation, class scheduling, and other assignments.
- V. Assure that HRT and P committee members, department staff, and coaching track advisory committee members involved in personnel actions comply with this policy statement, and also with the Policy and Procedures for Recruiting and Hiring Tenure-Track Faculty, and Policies and Procedures for the Employment of Lecturers.
- VI. Provide leadership in the implementation of affirmative action policies.

Responsibilities of Deans

It is the responsibility of each dean to:

- I. Allocate available resources in an equitable manner to departments in support of this policy.
- II. Assure compliance by each department with provisions of all affirmative action policies and procedures including timely submission of the required documentation of compliance to appropriate sources.
- III. Provide leadership in the implementation of affirmative action, and consider the success in implementing affirmative action policies and procedures in the evaluation of Department Chairs.

Procedures for and Implementation of Academic Affirmative Action Policies

The Academic Affirmative Action Committee shall work with the Affirmative Action Coordinator and shall be advisory to the President. The Committee shall consist of six faculty members: Four members will be selected by the faculty and two members will be appointed by the President. The terms, which will be staggered, will be for two years.

- I. In order to prepare its report, the AAAC evaluates the program goals established and the progress toward achievement of these goals:
 - A. The AAAC reviews written reports of utilization and goals for training, hiring and promotion and advises as appropriate.
 - B. At the beginning of the fall semester, the Affirmative Action Coordinator will prepare summaries of tenure/tenure track and lecturer hires, termination, tenure and promotion decisions.
- II. In order to assure that the hiring process adheres to affirmative action principles:
 - A. The AA Coordinator either approves the search plan for tenure track candidates or suggests modifications needed to assure non-discrimination. No formal search for tenure track candidates can begin until the recruitment plan is approved.
 - B. At the beginning of the fall semester the AAAC will review a statistical summary of all lecturer appointments. This review shall be included in their report.
- III. In order to assure that the promotion process adheres to affirmative action principles; the University Promotions Committee provides the AAAC a complete statistical report including breakdown by sex, ethnicity and disability of its recommendations.
- IV. The Associate Provost for Faculty Affairs routinely advises the AA Coordinator of any terminations or non-reappointment of women, minority, or disabled faculty members in a tenured/tenure-track position.
- V. Any complainant--or his/her representative--who feels s/he has been discriminated against on the basis of a violation of the policy of Nondiscrimination and Affirmative Action, as stated in the CSU Policy Statement may file a written complaint with the AAAC. This right shall be specified in the Faculty Manual for all present faculty. In conjunction with the AA Coordinator, the AAAC evaluates complaints and makes recommendations to the President within thirty days. The AA Coordinator will inform the individual of his/her further rights.

Where the provisions of this policy are in conflict with the Collective Bargaining Agreements reached pursuant to Chapter 12 (commencing with Section 3560) of Division 4 of Title 1 of the Government Code, the Collective Bargaining Agreements shall take precedence.

*****Approved by President Woo on December 10, 1984*****

At its meeting of November 20, 1984, the Academic Senate approved the following Academic Affirmative Action Statement:
(Academic Senate Policy Recommendation - F84-124)

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VIII.

ACCEPTABLE PRE-EMPLOYMENT INQUIRIES	SUBJECT	UNACCEPTABLE PRE-EMPLOYMENT INQUIRIES
"Have you ever worked for this University under a different name?"	NAME	Former name of applicant whose name has been changed by court order or otherwise.
Applicant's place of residence. How long applicant has been a resident of this State or city.	ADDRESS OR DURATION OF RESIDENCE	
"Can you, after employment, submit a birth certificate or other proof of U.S. citizenship or age?"	BIRTHPLACE	Birthplace of applicant. Birthplace of applicant's parents, spouse or other relatives. Requirement that applicant submit a birth certificate, naturalization or baptismal record.
"If hired, can you furnish proof of age?" /or/ Statement that hire is subject to verification that applicant's age meets legal requirements. Statement by employer of regular days, hours or shift to be worked.	AGE	Questions which tend to identify applicants 40 to 64 years of age.
	RELIGIOUS	Applicant's religious denomination or affiliation, church, parish, pastor, or religious holidays observed. "Do you attend religious services /or/ a house of worship?" Applicant may not be told, "This is a Catholic/Protestant/ Jewish/ or other organization."
	RACE OR COLOR	Complexion, color of the skin, or other questions directly or indirectly indicating race or color.
Statement that photograph may be required after employment.	PHOTOGRAPH	Requirement that applicant affix a photograph to his/her application form. Request applicant, or his/her option, to submit photograph. Requirement of photograph after interview but before hiring.
Statement by employer that if hired applicant may be required to submit proof of citizenship.	CITIZENSHIP	"Are you a United States Citizen?" Whether applicant or applicant's parents or spouse are naturalized or native-born U.S. citizens. Date when applicant or parents or spouse acquired U.S. citizenship. Requirement that applicant produce naturalization papers or first papers. Whether applicant's parents or spouse are citizens of the U.S.
Language applicant reads, speaks, or writes fluently.	NATIONAL ORIGIN OR ANCESTRY	Applicant's nationality, lineage, ancestry, national origin, descent or parentage. Date of arrival in United States or port of entry; how long a resident. Nationality of applicant's parents or spouse; maiden name of applicant's wife or mother. Language commonly used by applicant. "What is your mother tongue?" How applicant acquired skill to read, write or speak a foreign language.
Applicant's academic, vocational, or professional education; schools attended.	EDUCATION	Date last attended high school.
Applicant's work experience. Applicant's military experience in armed forces of United States, in a State militia (U.S.), or in a particular branch of U.S. armed forces.	EXPERIENCE	Applicant's military experience (general). Type of military discharge.
	CHARACTER	"Have you ever been arrested?"
Names of applicant's relatives already employed by the University.	RELATIVES	Marital status or number of dependents. Name or address of relative, spouse or children of adult applicant. "With whom do you reside?" "Do you live with your parents?"
Organizations, clubs, professional societies, or other associations of which applicant is a member, excluding any names the character of which indicate the race, religious creed, color, national origin, or ancestry of its members.	ORGANIZATIONS	"List all organizations, clubs, societies, and lodges to which you belong."
"By whom were you referred for a position here?"	REFERENCES	Requirement of submission of a religious reference.
"Do you have any physical condition which may limit your ability to perform the job applied for?" Statement by employer that offer may be made contingent on passing a physical examination.	PHYSICAL CONDITION	"Do you have any physical disabilities?" Questions on general medical condition. Inquiries as to receipt of Worker's Compensation.
Notice to the applicant that any misstatements or omissions of material facts in his/her application may be cause for dismissal.	MISCELLANEOUS	Any inquiry that is not job-related or necessary for determining an applicant's eligibility for employment.

IV - 9

FACULTY POLICY

**POLICY ON QUALIFICATIONS FOR
TENURE TRACK FACULTY
ACADEMIC SENATE POLICY S 89-159
APPROVED MARCH 3, 1989**

POLICY ON QUALIFICATIONS FOR TENURE TRACK HIRE
Academic Senate Policy Recommendation 889-159

At its meeting of February 28, 1989, the Academic Senate approved the following policy regarding the educational qualifications for tenure track hire. This policy replaces policy 878-30, Doctoral Equivalency and is in compliance with Title 5, California Administrative Code, Section 42711.

5.0 Educational Qualifications for Tenure Track Hire

5.1 Educational qualifications for tenure track hires will be specified in position announcements.

5.2 It is the University's policy to require the doctoral degree from an accredited institution for candidates for tenure track positions in all fields where the doctoral degree is the terminal degree. In interdisciplinary fields, the doctoral degree requirement may be met by possession of a doctorate in a related field or in an interdisciplinary subject.

In the event an individual is appointed to tenure track status without completing the doctoral degree, the letter of appointment shall clearly stipulate the date by which the doctoral degree must be completed.

5.3 In fields where the master's or some other degree is considered to be the terminal degree for that field (e.g., the Master of Fine Arts for studio and performing artists or the Master of Library Science for librarians) the appropriate degree will satisfy the educational qualification for tenure track appointment. Decisions regarding whether or not a specialized degree is the terminal degree for a particular field shall be based upon documented national or international standards, e.g., those set by professional associations or accrediting agencies.

5.4 The final decision in cases of disagreement over what constitutes the appropriate terminal degree for appointment to tenure track status shall be made by the Vice President for Academic Affairs.

5.5 Exceptional individuals may be hired on tenure track status who do not possess the doctoral or appropriate terminal degree. Recommendations to hire individuals who do not possess the doctorate or appropriate terminal degree must be accompanied by documentation of the combination of formal training and scholarly work which provides clear evidence of scholarly or creative attainments equivalent to the level of a doctoral or appropriate terminal degree.

- 5.6 Each recommendation to hire an individual on tenure track status shall include a review of the educational qualifications of the proposed candidate by the departmental hiring committee, the department chair and the dean based upon evidence presented by the candidate. Final decisions regarding offers of tenure track appointment are made by the Vice President for Academic Affairs or designee.

In those rare cases where the individual does not possess the requisite terminal degree, the documentation of formal training and scholarly or creative work shall accompany the tenure track appointment recommendation. The individual's resume, and accompanying external evaluations of scholarly or creative achievements, must be convincing to all levels of review.

- 5.7 San Francisco State University does not recognize doctoral or other terminal degrees from unaccredited institutions. Appointments to tenure track status shall be based upon possession of terminal degrees from accredited institutions only.

*****APPROVED BY THE PRESIDENT 3/3/89 *****

AFFIRMATIVE ACTION PROCEDURES FOR SEARCH COMMITTEES

- I. A copy of the position vacancy announcement must be sent to the Affirmative Action Office in New Administration 252 before recruiting commences. The Affirmative Action Office should also be provided copies of all proposed advertisements to be placed for the position. Vacancy announcements for faculty must also be approved by the Associate Provost for Faculty Affairs.
- II. Sex and Ethnic Identification and Referral Information Forms (80-342) must be sent to all applicants for the position immediately upon their application. The Committee completes the top portion of Part A, which is the Position Identification, and Part B at the bottom of the form. Part B is then detached and sent by campus mail to the Affirmative Action Office on a flow basis. Part A is mailed to the applicant along with a return envelope pre-addressed to Institutional Research. The return envelope need not be stamped. The form and pre-addressed envelope may accompany any other material being mailed to the applicant. A supply of the forms and return envelopes is available in Campus Stores. If the position being recruited for is non-academic, you may as an option to Form 80-342 use the card Form 81-900 obtained from the Personnel Office. Complete the title of position applied for on the card which is then given or mailed to the applicant with acknowledgment of the application. The applicant returns the card to the Affirmative Action Office. Return of the card is voluntary so please keep some record of the number distributed.
- III. Shortly after the closing date for the position, the Affirmative Action Office will provide your Committee with the applicant flow data gathered from your mailings. The Committee must then complete the Search Committee Recruitment Process Report (84-98) as soon as your appointment recommendation is ready for administrative approval. Table I of the Recruitment Process Report should be completed with information gathered from your initial mailings and provided by the Affirmative Action Office. Tables II through V are completed with information gathered by the Committee. The completed report is forwarded with your recommendation to the approving administrator, with a copy of the report going to the Affirmative Action Office.
- IV. Prior to interviewing any candidates, it would be helpful if all committee members review the enclosed guidelines on interview questions.

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FACULTY POLICY

**HIRING POLICY FOR TENURE TRACK FACULTY
ACADEMIC SENATE POLICY F 88-158**

HIRING POLICY FOR TENURE TRACK FACULTY
Academic Senate Policy Recommendation F88-158

3.0 HIRING POLICY FOR TENURE TRACK FACULTY. At its meeting of December 13, 1988 the Academic Senate approved the following Hiring Policy. This replaces S84-120 which was approved by the President June 6, 1984. The tenure-track faculty recruitment and hiring policy and procedures outlined below conform to the requirements of the State of California Education Code, the Agreement, and federal legislation governing Equal Opportunity Employment.

San Francisco State University does not recognize terminal degrees from unaccredited institutions. Appointment to tenure track status shall be based upon possession of terminal degrees completed at accredited institutions only or, in exceptional cases, upon approved doctoral equivalency. (See Policy on Qualifications for Tenure Track Hire)

3.1 HIRING COMMITTEES. Hiring committees shall be elected by secret ballot of probationary and tenured faculty in the department from among the tenured full-time faculty. Departments shall have hiring committees which consist of at least three members. When there are too few eligible faculty to serve on the hiring committee within the department, the department shall elect members from among the tenured full-time faculty in related disciplines. The department chair may serve on the hiring committee in addition to the elected members. Only in the event the department chair does not sit on the Hiring Committee, will she or he write a separate recommendation. If the department, after consultation with the dean and Vice President for Academic Affairs or designee, desires it may elect additional members from the qualified faculty at large to enhance hiring of women, minority group members, and disabled individuals.

When in the judgment of the department faculty concerned it is desirable to combine hiring, retention, tenure, and promotions functions in a single committee (H RTP) or to separate committees, this may be done provided both the conditions of this policy and of the University retention and tenure and promotions policies are met.

3.2 POLICY FOR RECRUITING AND HIRING TENURE-TRACK FACULTY. All tenure-track positions are allocated by the Vice President for Academic Affairs. Recruitment for any tenure-track position may begin only after the Vice President for Academic Affairs has acted upon the dean's/director's recommendation and allocated a position and after the Faculty Affairs and Affirmative Action Offices have approved the announcement and recruiting plan for the position.

It is the responsibility of departmental hiring committees, with appropriate consultation, to develop the required and preferred

qualifications, criteria for screening, and position descriptions for each allocated tenure-track position. The criteria should be clearly stated and related to the position; and the announcement written so as to encourage applications from women, minority group members, and disabled individuals. (Federal Executive Order 11246 as amended defines minority group members as: Blacks, Hispanics, Native Americans, and Asian Americans.)

The notice of the tenure-track position vacancy must be disseminated nationally and regionally, and posted in the department and other appropriate on-campus locations. To meet Affirmative Action requirements, the department must actively seek to recruit a representative number of women, minority group members, and disabled individuals and be able to demonstrate that it has done so. The position must be open for a minimum of 45 calendar days beginning with the date the advertisement is first published or disseminated. Exemption from the 45-day requirement may be granted only by the Associate Provost for Faculty Affairs.

All applicants, whether on or off-campus, must be subjected to the same requirements and treated equally in all phases of the screening process.

The department shall maintain adequate recruitment records so that a rejected applicant, upon request, may be given the reasons for non-selection. All applications and supporting material must be kept in the department for at least two years from the time of hire. These pre-employment files must be maintained separately from the personnel files of employed faculty.

Failure to recruit in accordance with University policy and procedures may cause the search to be extended or the recommended appointment to be disapproved by the Vice President for Academic Affairs or designee.

No offer of employment is official and binding upon the University except for the written offer prepared by the Faculty Affairs Office and signed by the appropriate school dean/director.

3.3 PROCEDURES FOR RECRUITING AND HIRING TENURE-TRACK FACULTY.

Position Requests. Departments will submit written requests for new tenure-track position(s) to the Vice President for Academic Affairs via the school dean/director. The dean/director may make a request for a tenure-track position at any time. However, these requests will normally be made at the beginning of the academic year and no later than the deadline established annually by the Vice President for Academic Affairs for considering tenure track position requests. The Vice President for Academic Affairs will notify the school as soon as possible after this deadline of his/her decision, to allow adequate time for a full and thorough national search.

Prepare a Position Announcement and Recruitment Plan. The position announcement shall be consistent with the Vice President for Academic Affairs position allocation. The announcement should be sufficiently detailed to provide applicants with essential information and departments with a document from which to develop screening criteria.

The position vacancy announcement will include:

Position title

Position description

Required and preferred qualifications

Salary range

Date position is to be filled

Application deadline

Application procedure (to whom to apply, documents required)

Information about the department and University (optional)

Statement that SFSU is an "Affirmative Action/Equal Opportunity Employer" on the bottom margin.

Departments will submit copies of position announcements and recruitment plans through the dean/ director to the Associate Provost for Faculty Affairs and the Affirmative Action Coordinator. Recruitment may begin only after both offices have approved the announcement and recruitment plans and notified the school and department.

Advertise Position. Departments and schools are responsible for recruitment. Tenure-track position vacancies must be advertised nationally and regionally in appropriate media for the discipline, and must be posted in relevant department and school offices for a minimum of 45 calendar days prior to closing the search. The recruitment effort should include at a minimum: 1) a mailing to colleges and universities, and other institutions or organizations appropriate to the discipline; 2) announcements in newsletters or journals; and 3) a mailing to organizations and individuals that can refer qualified women, minority group members, and disabled individuals. Specialized mailing lists and/or media information may be obtained from the Affirmative Action Office.

Acknowledge Applications. Departments must send all applicants an acknowledgement of their application which also requests additional information if needed, and includes the Sex and Ethnic Identification and Referral Information Form AAO-11/88 and a return envelope self-addressed to the Office of Planning and Analytic Studies. The bottom portion of this form must be forwarded to the Affirmative Action Office as the top portions are sent to applicants.

Screen Applicants. Applicants shall not be either excluded or included solely because of their geographical proximity to San Francisco State University.

Departments shall notify applicants of the status of their candidacy as the screening process proceeds. Applicants who do

not meet the minimum qualifications or who are otherwise rejected in the first screening should be notified in writing at the conclusion of this screening. At subsequent points in the search at which the department is no longer interested in a candidate, the candidate shall be notified. After the pool of semi-finalists (group from which finalists will be selected for interviewing) has been agreed upon, the Department shall submit to the Affirmative Action Office a list of the semifinalists, along with the selection criteria for the position. Any candidate whose candidacy remains viable shall not be notified until a final offer has been made and accepted.

Check References. Hiring committees are responsible for checking references of top candidates prior to on-campus interviews. Before obtaining information from references or any other sources, the committee shall contact the candidates and obtain their permission. Members of departmental hiring committees who are contacting references are responsible for insuring that the questions asked and information obtained: relate to the position, are nondiscriminatory (e.g. comply with San Francisco State University's Affirmative Action/Equal Opportunity policy), and are summarized in writing as part of the applicant's file.

Request Recruitment Funds. The department shall request recruitment funds from the school dean/director for travel expenses to bring candidates to the campus.

Interview Finalists. Only the top candidates for a tenure-track position should be interviewed. Departments shall consult with deans/directors regarding finalists to be interviewed prior to interviews being conducted. The interview process shall be consistent for all candidates.

Recommend Candidates. When the department hiring committee and department chair (when not a member of the committee) agree on the recommended candidate(s), they shall forward their joint recommendation to the dean/director. If the dean/director concurs with the recommendation, he/she shall forward the recommended appointment(s) to the Associate Provost for Faculty Affairs along with supporting documentation. Supporting documents consist of the vita, the hiring committee report including Recruitment Process Report Form #89-003, and Faculty Appointment Transaction Form #110. Simultaneously, the completed Recruitment Process Report Form #89-003 shall be submitted to the Affirmative Action Office.

After the Vice President for Academic Affairs or designee has reviewed and approved the recommended appointment, an official and binding offer letter is prepared in the Faculty Affairs Office for the dean's/director's signature. Any commitments made to prospective faculty beyond the terms stated in this letter are not binding upon the University.

The policy and procedures for requesting credit towards tenure at the time of hire are contained in Section _____ of this Manual.

3.4 PROCEDURES IN THE EVENT OF DISAGREEMENT OVER HIRING RECOMMENDATIONS. In the event of disagreement within the hiring committee or between the hiring committee and the department chair, the chair and the hiring committee shall meet to attempt to resolve the disagreement prior to forwarding the departmental recommendation to the dean/director. If the disagreement cannot be resolved, separate recommendations shall be forwarded to the dean/director. If the dean/director disagrees with the departmental recommendation, he/she shall meet with the department hiring committee and chair to explain the basis for his/her disagreement. If differences in recommendation(s) cannot be settled at the school level, the matter may be forwarded to the Vice President for Academic Affairs at the request of the department or dean. In the event the Vice President for Academic Affairs disagrees with the hiring recommendation, he/she shall meet with the dean/director, the department chair, and the hiring committee to explain the basis for the disagreement and attempt resolution. In instances where agreement is not reached among the Vice President for Academic Affairs, the dean/director, and the department, the hiring decision will be sent back to the department and new candidates will be sought.

***** APPROVED BY PRESIDENT CORRIGAN 5/9/89 *****

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FACULTY POLICY

**UNIVERSITY POLICY ON TEMPORARY FACULTY
ACADEMIC SENATE POLICY S 89-160**

APPROVED JULY 11, 1989

UNIVERSITY POLICY ON TEMPORARY FACULTY

ACADEMIC SENATE POLICY RECOMMENDATION S89-160

- 3.0 **Employment of Temporary Faculty.** The following policies and procedures regarding temporary faculty appointment and employment were approved by the Academic Senate on May 9, 1989 and by the President on July 11, 1989. This policy replaces S86-139 which was approved by the President June 27, 1986.

Departments shall give all temporary faculty copies of the Manual for Temporary Faculty. In addition, departments shall make available in the department office a copy of the Faculty Manual and the Agreement for the information of its lecturers. For questions about conditions of employment which are not answered in these resources, lecturers should contact the Office of Faculty Affairs for information on employment rights and responsibilities, and the Personnel Office for information on benefits and retirement.

- 3.1 **Recruitment.** To meet the requirements of the Agreement and the University's affirmative action and equal opportunity policy, every department will publish and disseminate announcements about the availability of lecturer appointments on campus in department and school offices, and to appropriate media, higher education institutions, and professional organizations throughout the Bay Area region at a minimum of once a year. Copies of announcements and lists of locations where the announcements were sent must be forwarded by each department to the Affirmative Action Coordinator annually in order to comply with the University's affirmative action policy.

All prospective or previous employees who inquire about temporary faculty employment, whether by their own initiative or in response to a University announcement, shall be invited to fill out an application for temporary teaching appointment. This application form, which the applicant must sign, indicates an understanding that the application is for one or more periods of employment in the status of a temporary employee and that employment in such status will establish no preferential basis for consideration for subsequent appointment. The completed applications will remain in the department's applicant pool for three (3) years.

All currently appointed lecturers who apply in writing for subsequent appointment are to be considered members of the applicant pool. The applicant pool must be reviewed for selection of the best qualified candidate

for every temporary vacancy. In every case of lecturer appointment recommendations, departments should be prepared to demonstrate that the applicant pool was reviewed and the best qualified candidate was recommended.

3.2 Appointment. Temporary faculty are designated as lecturers. The title is assigned to all such appointments regardless of salary level.

Appointments may be for a semester, an academic year, or more than one year. Any lecturer may request an appointment of more than one year's duration. The duration of the appointment is specified in the appointment letter; all temporary appointments expire at the end of the period specified.

Following two semesters of consecutive employment within an academic year, a part-time temporary employee offered appointment to a similar assignment in the same department(s) shall receive a one-year appointment. However, this appointment may be on a conditional basis as described in the succeeding paragraph.

An offer of employment as a part-time lecturer is contingent on enrollment and budget considerations sufficient to justify the prospective employment as determined by the dean/director of the school. Changes in enrollment and budget considerations may necessitate reduction in the time base indicated or withdrawal of the employment offer. Such adjustments must be made prior to the third class meeting.

Full-time lecturers shall not be appointed on a conditional basis and their time base cannot be decreased during the appointment period.

The minimum time base for lecturer appointments is .07 or the equivalent of one weighted teaching unit.

The Office of Faculty Affairs will not process lecturer appointments for individuals with less than a master's degree if either of the following is true:

The individual is a matriculated undergraduate student at San Francisco State University; or

The Application for Temporary Employment or an attached vita does not clearly show that the experience of the individual justifies the appointment.

The Office of Faculty Affairs will process lecturer appointments for graduate students if they are teaching

entry level courses or labs in the department, and have a teaching assignment which produces student credit hours (WTU's).

Conditions for appointment are printed on the reverse side of the lecturer appointment letter, and are found in the Faculty Manual and the Agreement. Any commitments made by any member of the faculty or administration beyond the terms stated within the lecturer appointment letter are of no validity or effect. Recommendations for subsequent appointment or continuance of service may be made only through appropriate faculty/administrative channels.

Should a lecturer later be hired in a tenure-track position, he or she may be granted at the time of initial tenure-track appointment up to two years service credit toward probation. Credit for probation may be based on previous service at a post-secondary education institution, previous full-time CSU employment, or comparable experience. See the Faculty Manual, section ***, "Policy and Procedures for the Granting of Credit Toward Tenure."

- 3.3 **Subsequent Appointment of Lecturers.** Lecturers who are currently employed and who wish a subsequent appointment shall complete the APPLICATION FOR SUBSEQUENT TEMPORARY FACULTY APPOINTMENT and submit it to the department chair. These applications are available in all department offices.

In completing this application, lecturers may seek access to their Personnel Action File for information about their past appointment(s). The official Personnel Action File is maintained in the Faculty Records Office, ADM 447-C. Lecturers are encouraged to examine their personnel files. Lecturers are free to attach additional information to their application if they wish.

Each lecturer appointment or subsequent appointment is a separate personnel action. Even if an individual is appointed for contiguous semesters, the appointments are not to be interpreted as "continuous service."

- 3.4 **Careful Consideration.** Departments are responsible for ensuring that all applications for subsequent appointment are given careful consideration. For lecturers seeking subsequent appointment, departments will examine lecturers' written applications (including any supporting documents) and their periodic evaluations. (See Section *** of this Manual for policy and procedures for the periodic evaluation of temporary faculty.) This careful consideration shall be made by

a department review committee, the department chair, or both.

- 3.5 **Employment Processing.** Department chairs are responsible for keeping lecturers informed as to the status of their APPLICATIONS FOR SUBSEQUENT TEMPORARY FACULTY EMPLOYMENT. Department chairs shall forward the department's recommendation regarding all lecturer appointments and subsequent appointments to the dean/director. Deans/directors shall forward their recommendations for appointment and subsequent appointment to the Associate Vice President for Faculty Affairs. Copies of all APPLICATIONS FOR SUBSEQUENT TEMPORARY FACULTY APPOINTMENT and periodic evaluations shall be forwarded to Faculty Records for inclusion in the Personnel Action File. Notification to lecturers regarding an offer of initial or subsequent appointment shall occur after approval of the appointment in the Faculty Affairs Office and using the TEMPORARY FACULTY (LECTURER) APPOINTMENT letter, 110L. Deans/directors and department chairs are encouraged to expedite the processing of temporary faculty appointments and subsequent appointments.

A lecturer appointment is effective only after approval by the Associate Vice President for Faculty Affairs, and no commitment can be made until then. Department chairs and members of hiring committees should be careful in their communications with lecturers not to raise expectations on the part of a prospective lecturer of employment beyond the immediate appointment period. Any such promises or commitments made by chairs or departmental committees are not binding on the University.

- 4.0 **TEMPORARY FACULTY COMPENSATION.** Lecturer appointments may be made at any step of the current faculty salary scale. Appointment of graduate students as lecturers should be only at steps 1-5. The current faculty salary scale is available in the school and department offices.

Lecturers subsequently appointed to a similar assignment in the same department(s) cannot be appointed at a lower step than their previous appointment. Any subsequent appointment of a lecturer at a higher step will require approval by the Associate Vice President for Faculty Affairs.

Upon completion of 24 academic units in the same department or equivalent unit, lecturers may request consideration for appointment at a higher step for the following semester. Such a request shall be made in

writing to the department chair, preferably on the APPLICATION FOR SUBSEQUENT APPOINTMENT.

The department shall forward its recommendation regarding a step increase to the dean/director. The dean/director shall forward the appropriate documents to the Faculty Affairs Office for processing. The dean/director shall notify the faculty member as to whether the request was approved or denied. Normally, such notification will occur at the time of subsequent appointment.

Recommendations for step increases normally will be made only for those returning lecturers who have taught the equivalent of 24 academic units. Requests for higher step must be accompanied by an evaluation of teaching effectiveness and overall quality of service. Recommendations for appointment at a higher step in advance of the time schedule listed above require justification such as completion of a degree or resolution of salary equity problems within a department. Similarly, requests for increases of more than one step will be approved only in unusual circumstances.

See Section ____ for information about benefits for temporary faculty.

- 5.0 PERIODIC EVALUATION OF TEMPORARY FACULTY POLICY AND PROCEDURES. The Agreement between the Board of Trustees of the California State University and the California Faculty Association, 1987-91 (Article 15) mandates the periodic evaluation of temporary faculty unit employees.

Purpose. The purpose of the periodic evaluation of lecturers is to assess their teaching performance or other assignment in the department(s) in which they are appointed in order to make informed decisions regarding reappointment. Information from periodic evaluations may also be used in recommendations for salary increases and for improving teaching performance.

Eligibility. All full- and part-time lecturers appointed two or more semesters, regardless of a break in service, will be evaluated according to this policy and procedure. The evaluation of lecturers appointed for one semester and not subsequently reappointed is at the discretion of the department.

Lecturers who are not instructors of record for a course are not covered by this policy.

Criteria. The primary criterion is teaching effectiveness. Other criteria include currency in the field and proper discharge of other departmental assignments.

Frequency. Full- and part-time lecturers will be evaluated annually.

Procedures. Written student evaluations of teaching effectiveness are required in a minimum of two classes annually. Where applicable, departments may use other data pertinent to teaching to evaluate teaching effectiveness. Where lecturers have departmental assignments in addition to teaching as part of their workloads, these assignments should be included in the evaluation.

Procedures for written student questionnaire evaluations are detailed in Article 15.14 of the Agreement, as follows:

Student evaluation shall be conducted in classes representative of the faculty unit employee's teaching assignment. The results of these evaluations shall be placed in the faculty unit employee's Personnel Action File. Unless consultation with an academic unit has resulted in an agreement by the administration and faculty to evaluate all classes, the classes to be evaluated shall be jointly determined in consultation between the faculty unit employee being evaluated and his/her department chair. In the event of disagreement, each party shall select 50% of the total courses to be evaluated.

Evaluation of teaching performance by departmental review committee is required for full-time lecturers and optional for part-time lecturers. Department review committees, if any, shall be constituted according to Article 15 of the 1987-1991 Agreement. When departments or equivalent units decide not to conduct a committee review of part-time lecturers, the department chair shall perform the steps in the procedure outlined below. Review of the department evaluation by the dean/director is required for both full- and part-time lecturers. All full- and part-time lecturers eligible for periodic evaluation will be informed at the time of appointment of the departmental procedures, criteria and time frames. Lecturers may submit indexed supplementary materials as part of the evaluation. Departments may solicit input from faculty and students about full- and part-time lecturers being evaluated.

At the conclusion of its deliberations, the Department Review Committee, if any, and the Department Chair will complete the Temporary Faculty Evaluation form. Where the Chair disagrees with the Committee, he/she will state his/her reasons on the form with continuing pages, if necessary. The Department Chair will give the lecturer a copy of the Temporary Faculty Evaluation form and any attachments. The form and summaries of student evaluations of teaching effectiveness in a minimum of two classes annually will be forwarded to the dean/director for review and then to the Faculty Records Office for placement in the Personnel Action File. Any rebuttal or statement the lecturer wishes to make shall accompany the evaluation materials and be placed in the official personnel action file.

Normally, when the outcome of the evaluation process is a recommendation for a subsequent appointment, Faculty Appointment Form (#110) will accompany the evaluation documents.

- 6.0 GOVERNANCE. University governance involves participation in the decision making and administrative processes at all levels. Lecturers are encouraged, but are in no way required, to take part in the broad range of governance activities which are essential to the functioning of the University. Such activities include, but are not limited to, (1) the exercise of both voice and vote in department and school faculty meetings, (2) service on department, School and University committees, and (3) sponsorship of extracurricular campus groups and/or events.

In order to facilitate the participation of lecturers in University governance activities:

- A. Each department shall develop and distribute to all faculty in that department its written policies regarding the rights of lecturers to participate in department governance.
- B. Each department shall adopt procedures which allow voting by lecturers, except where voting rights are specifically prohibited by University or Trustee policy. Such procedures may prorate lecturer votes, but may not deny voting rights to lecturers.
- C. Lecturers are encouraged but not required to make themselves available for election or appointment (as appropriate) to School and University committees.

- D. Each School shall conduct elections as necessary to ensure that its lecturers are represented on the Academic Senate as provided for in the Senate Bylaws, Article IV, Section 1D.
- E. Lecturers are eligible to serve as sponsors or advisors to extracurricular campus groups and/or events.
- F. Lecturers shall not be penalized in any way should they choose not to make themselves available for governance activities.
- G. The provisions of this policy shall be limited only by the CSU-CFA Collective Bargaining Agreement or by Trustees, CSU, or University regulations.

APPROVED BY PRESIDENT ROBERT A. CORRIGAN JULY 11, 1989

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UNIVERSITY POLICY

**ALL UNIVERSITY COMMITTEE
ON DISABLED STUDENTS, FACULTY AND STAFF
ACADEMIC SENATE POLICY F 77-24**

APPROVED NOVEMBER 7, 1977

ALL-UNIVERSITY COMMITTEE ON
DISABLED STUDENTS, FACULTY AND STAFF

Academic Senate Policy Recommendation #77-24

At its meeting of October 25, 1977, the Academic Senate approved the following policy:

Charge: The All-University Committee on Disabled Students, Faculty and Staff shall aid the University in complying with CSUC, state and federal recommendations and regulations relating to disabled students, faculty and staff. The committee also shall initiate efforts designed to improve conditions for disabled students, faculty and staff.

1. The committee shall review existing university policies and practices to determine whether these policies and practices comply with CSUC, state and federal recommendations and regulations. The committee shall forward the results of its review to the President or his designee and to the Academic Senate. As new policies and practices develop, the committee shall review them to determine their impact on disabled persons. The policies and practices which fall within the scope of the committee's charge shall include, but not be limited to, those affecting employment practices and working conditions as indicated by relevant state and federal legislation; academic programs and nonacademic student services as indicated by relevant state and federal legislation; physical plant construction and operation and other administrative affairs areas as these relate to the accessibility of employment conditions, of academic programs and of nonacademic student services; as well as those affected by CSUC recommendations and directives relating to disabled persons.
2. The committee shall recommend, to the President and to the Academic Senate, modifications of existing policies and practices which do not comply with CSUC, state or federal regulations relating to disabled persons.
3. The committee shall recommend, to the President and to the Academic Senate, what appropriate remedial steps should be taken to eliminate the effects of any discrimination that resulted from adhering to noncomplying policies and practices.
4. The committee shall review proposed major changes in physical plant structure or location, in academic programs, in nonacademic student services, and in support services to assess the impact of the changes on disabled persons. Such changes shall include, but not be restricted to, major and minor construction, changes in location or major changes in operating policies of support services, and changes in general graduation requirements such as revisions of communications skills or general education requirements. Proposals for such major changes should be forwarded to the committee in sufficient time for review prior to the implementation of the change. If the committee determines that a proposed change will have a deleterious effect upon the accessibility of programs or services to disabled persons, the committee shall forward its findings to the President, to the Academic Senate, and to the director of the unit or units involved in the change.

5. The committee shall develop policy recommendations designed to improve the accessibility of university programs and services to disabled people. These recommendations shall be forwarded to the President, to the appropriate university units, or to the Academic Senate for consideration.

6. The committee shall seek sources of public and private funding to obtain budget augmentations necessary for improving the accessibility of university programs and services to disabled persons.

Membership:

1. The committee shall consist of two representatives from Academic Affairs, appointed by the Provost; two representatives from Administrative Affairs, appointed by the Vice President for Administrative Affairs; two students appointed by agreement among the Disabled Students Union, the Concerned Blind Students Association, and any other groups of disabled students which may, in future, obtain recognition as official university student groups; two faculty members (preferably disabled faculty members) appointed by the Executive Committee of the Academic Senate; two staff members (preferably disabled staff members) appointed by the Staff Council; and the Coordinator of Disabled Student Services, who shall serve as an ex officio voting member.

2. Members shall serve two-year terms, except that, in order to establish a rotating membership, during the first year the pair of representatives from each unit shall determine by lot which shall serve a one-year term and which shall serve a two-year term.

3. The committee may, by majority vote, decide to add up to five additional voting members, provided that such additions serve at least one of the following purposes:

- a. To add representation from a unit which is essentially involved in implementing necessary policy or plant modifications.
- b. To provide additional expertise required for the committee's deliberations.
- c. To increase the representation of disabled persons on the committee, and particularly to increase the representation of persons with different types of disabilities.

Such additional appointments are subject to annual renewal.

4. The committee may, by majority vote, invite representatives of interested community groups or agencies to serve as nonvoting adjunct members, for the purpose of integrating university and community efforts to improve conditions for disabled persons. Such invitations are subject to annual renewal.

5. The committee shall elect its chair annually by majority vote.

6. The parties responsible for making appointments to the Committee shall publicize the fact that such appointments are to be made, so as to make it possible to secure nominations or self-nominations from members of the campus community.

. APPROVED BY THE PRESIDENT *****

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UNIVERSITY POLICY

**SEXUAL HARASSMENT POLICY AND PROCEDURES
ACADEMIC SENATE POLICY S 85-131**

APPROVED JULY 3, 1985

SEXUAL HARASSMENT POLICY AND PROCEDURES

PREAMBLE

This policy provides a definition of sexual harassment. It specifies pre-disciplinary, pre-grievance procedures for reporting and resolving complaints of sexual harassment and recommends that an education program be initiated. Formal disciplinary and grievance procedures are already defined by existing policies, executive orders, codes, and collective bargaining contracts pertinent to University employees and students.¹

No individual shall be subject to reprisal for using this policy, nor shall its use preclude subsequent disciplinary or grievance measures. All units of the campus community are expected to comply with this policy.

Except as needed in processing the complaint, both the Sexual Harassment Advisors and Sexual Harassment Officers are required to maintain confidentiality in dealing with sexual harassment complaints.

DEFINITION OF SEXUAL HARASSMENT

Sexual Harassment is one person's use of University authority, rank, or position to distort a University relationship by conduct which emphasizes another person's sexuality. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are forms of sexual harassment when the person with authority, rank, or position:

- a. Requires submission as an explicit or implicit condition of instruction, employment, or participation in any University activity; or
- b. Distorts academic or personnel evaluations based on response to such conduct; or
- c. Hinders performance by creating or allowing sexually intimidating, hostile, or offensive behavior to occur in the University or in a University-related setting.

Sexual harassment is unethical and unprofessional conduct, illegal, and against San Francisco State University policy. It may

¹If the physical safety of any University individual is in question, the President will act immediately, within the authority of Title 5, Section 41301, the Education Code Sec. 22505 or the Penal Code Sec. 626.4 to protect the threatened party. Formal proceedings may be initiated immediately by the President in consultation with the Sexual Harassment Officer(s), and the appropriate grievance/disciplinary action officer.

occur in written, spoken, physical, and visual forms. The University will act to eliminate sexual harassment within its jurisdiction. A person with University authority, rank, or position must not use that power to create sexual pressure on someone else or on the workplace in general.

The University will evaluate each incident or alleged sexual harassment and apply appropriate remedies.

The University can dismiss employees or expel students for sexual harassment.

The University recognizes that any member of the campus community might be called upon to listen to a complaint of alleged sexual harassment. The listener should be objective and attentive, while discouraging use of names. No records should be kept, nor should promises for specific action or final decisions be made. The listener should refer the complainant to a Sexual Harassment Advisor or to a University Sexual Harassment Officer. Complainants may go to the Sexual Harassment Officer without first consulting a Sexual Harassment Advisor and may request an investigation at any time.

SEXUAL HARASSMENT ADVISORS (SHA)

All SHA's are volunteers. The Sexual Harassment Officers shall arrange for a course for training of advisors. People who have successfully completed the course may serve as SHA's. Advisors will be available to serve as sources of initial information to any individual who has a complaint or who needs information about sexual harassment.

The names of the advisors shall be published at the beginning of each semester. Advisors will have information about applicable laws, University policies and procedures, and options available for resolution of complaints. The Advisors shall:

1. Serve as resource persons to individuals with complaints or inquiries which may involve sexual harassment;
2. Advise the complainant regarding applicable University policies and procedures and outline various informal and formal options.
3. Inform the appropriate sexual harassment officer if a complaint is received which is deemed sufficiently serious to warrant further action.

Discussion between complainants and Sexual Harassment Advisors shall occur without a written complaint and without identification of the person bringing the complaint and shall not imply guilt or innocence. No written record of specific complaints or actions taken to this point in the procedures shall be kept. However, a simple tally of the number and type of complaints

shall be kept and reported to the appropriate Sexual Harassment Officer at the end of each semester.

If further action is requested by the complainant, the SHA shall refer the complainant to a Sexual Harassment Officer (SHO) and explain the responsibilities and duties of those officers. In addition, SHA's have an obligation to notify SHO's when it appears the University should act, even if the complainant has not requested further action. The SHA is not authorized to notify either the accused or any supervisor of the accused.

SEXUAL HARASSMENT OFFICERS (SHO)

Sexual Harassment Officers are presidential designees and in that capacity are accountable directly to the President. The SHO's shall be the Director of Personnel or designee, Associate Dean for Faculty Affairs, and Associate Dean of Students. SHO's are empowered to hear and evaluate each complaint of alleged sexual harassment and to attempt resolution. SHO's shall observe basic standards of due process and confidentiality in all actions.

The Sexual Harassment Officers shall pursue complaints promptly through the stages outlined below.

Any discussion, investigation, or action taken under these procedures shall not conflict with student grievance procedures, regulations governing student affairs, collective bargaining contracts, and Executive Order 419.

PRE-FORMAL RESOLUTION OF COMPLAINTS

The complainant may choose to enter into a pre-formal discussion or to request that the SHO conduct an investigation immediately (see Item 2 below).

1. PRE-FORMAL DISCUSSION

Pre-formal discussion or resolution does not require a written complaint. Any SHO will hear complaints, determine the remedy sought, and review options for resolution. The review shall include a discussion of applicable University policies and procedures as well as external options for resolution. The SHO(s) shall aid the complainant in identifying ways in which further harassment might be prevented. University policy requires that the SHO keep written records of all complaints. Such records need not identify complainant or alleged harasser by name nor shall they be part of any individual's official file at this stage of the procedure.

At the request of the complainant, the SHO(s) may attempt to resolve the situation by taking some or all of the following steps:

If either party is dissatisfied with actions taken up to this point, she/he may seek redress through existing complaint, grievance, or disciplinary procedures in student policies and regulations, collective bargaining contracts, and Executive Order 419.

FORMAL GRIEVANCE AND DISCIPLINARY PROCEDURES

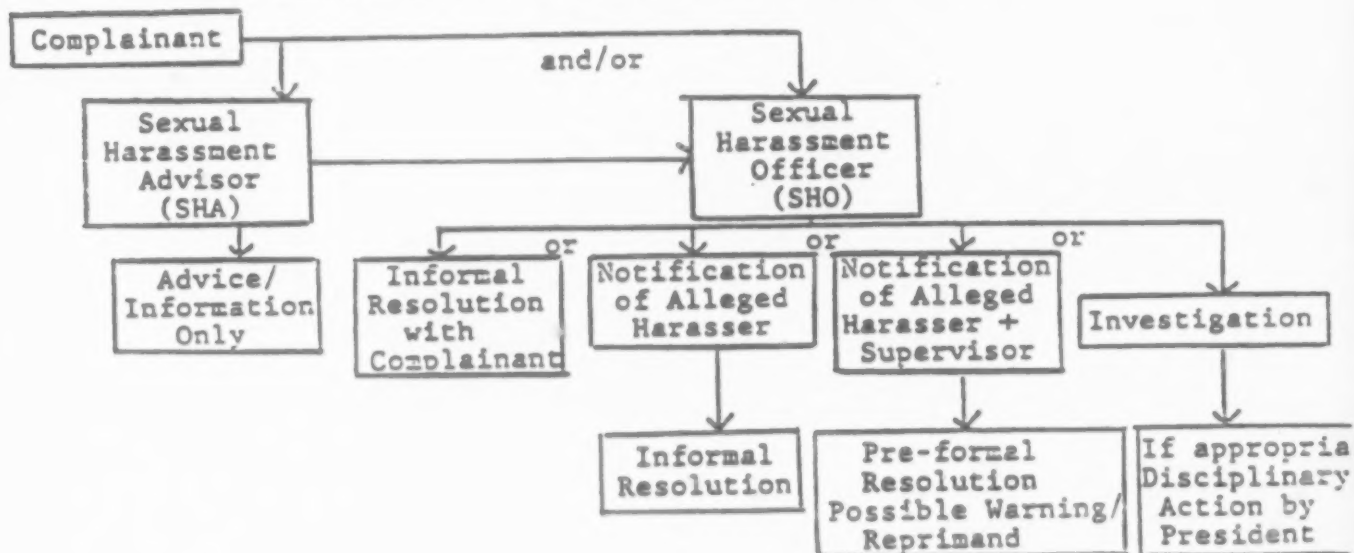
Formal complaint, reprimand, grievance, or disciplinary procedures are governed by the policies, codes, executive orders, or contracts applicable to the bargaining unit or employment category to which the alleged harasser belongs.

Should it become necessary to invoke formal reprimand or disciplinary procedures, sexual harassment will be viewed as unprofessional conduct.

Formal disciplinary procedures will be pursued by the appropriate grievance/disciplinary action officer.

SEXUAL HARASSMENT COMPLAINT PROCESS

The complainant may go directly to a Sexual Harassment Advisor (SHA) or to a Sexual Harassment Officer (SHO) or both and may request any one of the paths be taken, including immediate formal investigation.



EDUCATIONAL PROGRAM

A University program should be offered which defines the nature of sexual harassment, its negative psychological effects, its destructive impact on productivity, and its potential costs in the event of litigation. The availability of such a program should be appropriately publicized within the University community and also to the general public.

Campus resource materials for implementing an individual, self-study education program should be made available through the Sexual Harassment Officers and the Library. The following is a partial list of such resource materials. [This attached list shall be updated periodically by the SHO(s).]

- A. Fighting Sexual Harassment (probably most comprehensive), Alliance Against Sexual Coercion; Cambridge, Mass; 1979
- B. Harassment and Compensation (titles, laws, etc.); Commerce Clearing House, Inc.
- C. Sandler, Bernice and Associates, "Sexual Harassment: A Hidden Problem," Educational Record; Winter 1981, pp. 52-56.
- D. Sexual and Gender Harassment in the Academy: A Guide for Faculty, Students, and Administrators; Modern Language Association.
- E. Sexual Harassment: A Report on the Sexual Harassment of Students, National Advisory Council of Women's Educational Programs; August 1980.
- F. Sexual Harassment Guidelines for Supervisors and Managers.
- G. "Sexual Harassment in Employment: Legal Perspectives for University Administrators," Darrel Long Tillar; Occasional Paper Series #8; Center for the Study of Higher Education, University of Virginia.
- H. Sexual Harassment Kit.
- I. Sexual Harassment on Campus, Alliance Against Sexual Coercion.
- J. Symposium on E.E.O.C., Title VII, and Employer Liability, Capital University Law Review; Columbus, Ohio; Vol. 10, #3; Spring 1981.
- K. "The Workplace Hustle," narrated by Ed Asner, and other films about sexual harassment.
- L. Understanding Sexual Harassment on the Job.

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UNIVERSITY POLICY

NON-ACADEMIC AFFIRMATIVE ACTION

DECEMBER, 1981

Non-Academic Affirmative Action Policy Statement
Revised: December 1981

I. Introduction

This policy statement was first issued in September 1971 to initiate affirmative action. The basic document remains intact with policy revisions added in June 1974 and again in August 1981 for updating purposes and to conform with the California State University and Colleges Trustees' revised policy.

The Affirmative Action Program guidelines which follow:

- (1) constitute a guidelines document which is subject to amendment and revision as experience teaches us and as future federal legal orders and decisions are handed down.
- (2) call for the setting of affirmative action goals, not quotas, in the recruitment, hiring, retention and promotion of minority and women employees, academic and non-academic.
- (3) in no way constitute a justification for hiring or retaining or promoting incompetent faculty or staff.
- (4) call for aggressive and effective co-operative action on the parts of all academic schools, departments and faculty members and all non-academic units and employees throughout SFSU.
- (5) represent SFSU's program for affirmative action, a program that is educationally sound, morally right, and abides by the law.

San Francisco State University has long had a policy of non-discrimination in the appointment, retention, promotion, and general treatment of employees. This was Equal Opportunity Employment and it depended primarily on general good-will efforts to insure that all segments of the University were aware of the policy and were working fairly to resolve inequities.

Federal legislation (Executive Orders 11246 and 11375, and Title VII of the Civil Rights Act of 1964) regarding employment for minority races and women requires that we initiate an effective Affirmative Action program. It is the policy of California State University and Colleges to encourage positive efforts towards increasing opportunities for employment and advancement of women and minorities. This is a step beyond Equal Opportunity Employment. We must set realistic AAP goals and be able to prove substantial progress toward these goals; we must maintain meaningful, detailed statistics and periodically complete a Federal Compliance Report. Failure to comply can result in suspension of federal grants and monies and other sanctions. This University is obliged to provide equal opportunity to all applicants and employees regardless of race, color, religion, national origin, sex, sexual preference, marital status, pregnancy, age, disability, or disabled veteran's or Vietnam era veteran's status.¹

¹The University has separate policy statements regarding sexual harassment, the disabled, and faculty.

The concept of the Affirmative Action Program includes a variety of activities that go beyond passive non-discrimination. It is concerned with the details of where we are now, where we should be, and how to get there. Affirmative Action demands immediate, imaginative and sustained effort to devise recruitment, training and career advancement programs that will result in wider minority representation on campus. It also requires frequent evaluation and analysis to insure that we are in fact maintaining a reasonable, accelerated rate of progress towards our immediate and long-range goals.

Under the President's direction, SFSU is committed to a program of affirmative action designed to further the University's progress towards meeting our public and professional responsibilities, including the full requirements and spirit of the law.

II. Goals, General

As a long-range goal, the Affirmative Action Program for non-academic and administrative employees is designed to produce an employee balance which, in ethnic and male/female groups, approximates that of the general population of the Bay Area. The specific area which will serve as our base will be defined by the Non-Academic Affirmative Action Committee (NAAAC) and will be based upon the population from which we normally recruit for non-academic and administrative positions.

Each school, department, supervisorial unit and office of our University should consider the affirmative goals as developed under federal guidelines whenever selections are made to fill non-academic and administrative vacancies or for promotions. Exceptions to these goals may be made only when it can be clearly demonstrated that such goals are impossible to attain because qualified or qualifiable applicants are not available.

III. Responsibilities and Implementation, General

- A. The President retains overall responsibility for affirmative action at SFSU. Academic responsibility is delegated to the Provost and non-academic responsibility is delegated to the Vice President for Administration.
- B. Two Affirmative Action Committees will be developed, one for non-academic employees and one for academic employees. If necessary, the President will convene both committees as the Joint Affirmative Action Committee or in joint sessions. The Personnel Office may appoint one of its staff to serve as ex-officio member of the NAAAC and as a resource for clarification of Personnel policies/procedures.
- C. The President will appoint an Affirmative Action Coordinator (AAC) who will serve on his or her staff. The AAC will assist the AAAC and the NAAAC in investigating and making recommendations to these committees and to the President. Among the coordinator's functions will be to:
 - (1) assist all schools, departments, and non-academic units in developing Affirmative Action Programs;
 - (2) assist the departments and units in their active searches for disabled, disabled veteran and Vietnam era veteran, minority and women candidates;

- (3) work closely with that person designated by the Provost to coordinate affirmative action activities in academic areas;
 - (4) make the basic recommendations to the AAAC for approval or disapproval of recommended academic hirings;
 - (5) make the basic recommendations to the NAAAC for approval or disapproval of recommended non-academic hirings;
 - (6) work closely with the Personnel Officer designated by the Vice President for Administration to coordinate affirmative action activities in non-academic areas;
 - (7) examine employment criteria, qualification requirements, and evaluation methods to assure application of equal opportunity;
 - (8) collect and disseminate population data for ethnic minorities and women to be utilized in establishing guidelines for representation;
 - (9) review collection and maintenance of the basic information, policies, and procedures concerning ethnic background, sex, job classification, salary level, etcetera, for all employees; and provide meaningful analysis and dissemination of such data;
 - (10) provide for counseling of employees and applicants who believe they have been discriminated against because of race, color, religion, national origin, sex, sexual preference, marital status, pregnancy, age, disability, or disabled veteran's or Vietnam-era veteran's status for resolving, informally, the matters raised by them.
 - (11) Serve as ex-officio member and staff to the NAAAC.
- D. All personnel shall be hired on the basis of Executive Orders 11246 and 11375, and in full compliance with Title VII of the Civil Rights Act of 1964, Section 503 under the Rehabilitation Act of 1973, Section 402 of the Veteran's Assistance Act of 1974, and University Personnel Policies and Procedures.
- E. Close coordination between the University Training Office and Affirmative Action Committees will be maintained to provide supplementary training for University-wide needs.
- F. There shall be no blanket prohibition against the employment of close relatives. However, no one may serve in capacities where he or she is required to supervise, have fiscal responsibility for, or make decisions on or influence the personnel status of any close relative.
- G. Maternity leave is recognized as a right of the individual in accordance with Faculty and Staff Affairs (FSA) letter 73-75 and/or subsequent policy statements.
- H. Compliance with our program will be measured by good faith actions and by the rate of progress towards our immediate and long-range affirmative action goals. Failure by schools, departments, units and offices to make satisfactory progress will result in review of budgetary allocations and/or staffing formula.
- I. All contractors, sub-contractors and vendors must comply with all affirmative action legally required of them to do business with the University.
- J. The President will use his or her best efforts to assure that resources are available to administer the Affirmative Action Program in a positive and effective manner.

IV. Implementation General, Non-Academic

- A. A committee for affirmative action for non-academic and administrative employees will be formed. It shall be advisory to the President and shall consist of five (5) staff and/or administrative employees. Two members will be chosen by Staff Council, one for a two-year term and the other for a one-year term initially and for a two-year term thereafter; two members will be appointed by the President (same terms of office as above); and the fifth member chosen by the other four members for a one-year term. If at any time the Staff Council cannot choose two members, the two members are to be elected by a direct vote of non-academic and administrative employees. The Personnel Office may appoint one of its staff to serve as ex-officio member of the NAAAC. The AAC will also serve as ex-officio member and staff to the NAAAC. The President may appoint temporary members to this committee to cover unexpected vacancies that cannot be filled expeditiously. Such members shall serve until a member can be appointed in accordance with normal procedures. The membership of the NAAAC shall, by majority vote each Fall semester, select a chairperson for a term of one year.
- B. All staff and administrative employees, excluding student assistants, will come under the purview of this committee. Selection of administrative officers should reflect serious consideration of the goals of the Affirmative Action Program and will be reviewed by the appropriate Affirmative Action Committee.
- C. No applicant shall be considered on any qualifications other than those announced on the position vacancy.
- D. The NAAAC may assume responsibility for reviewing discrimination complaints and/or referring the complainant to the proper individual or office for resolution.
- E. The primary function of the NAAAC will be:
 - (1) To review the policies and implementation of equal opportunity concerned with all administrative and non-academic employees, including full time, part time, temporary, probationary and permanent employees as well as those with appointments in Continuing Education and other self-support programs;
 - (2) To make recommendations, including recommendations for sanctions, to the Vice President for Administration, the Affirmative Action Coordinator, and the President.
- F. To ensure achievement of our Affirmative Action Program goals, all units of the University employing Staff or Administrative employees are required to conform to Affirmative Action Programs and goals as developed under federal guidelines.

V. Conclusion

These Affirmative Action guidelines will be under periodic review of the Affirmative Action Committees (AAAC and NAAAC) and the Affirmative Action Coordinator. Suggested changes may be sent to the AAC, c/o Office of the President, who will forward them for consideration by the appropriate committee. Should review show the need for change, revision memos will be issued.

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UNIVERSITY POLICY

SFSU FACULTY MANUAL



**SAN
FRANCISCO
STATE
UNIVERSITY**

MANUAL FOR TEMPORARY FACULTY

**SAN FRANCISCO
STATE UNIVERSITY**

**MANUAL FOR
TEMPORARY FACULTY**

**PUBLISHED BY THE OFFICE OF THE
VICE PRESIDENT FOR ACADEMIC AFFAIRS
AUGUST, 1989**

The *Manual for Temporary Faculty* is issued by the Office of the Vice President for Academic Affairs. Every effort has been made to make this manual as complete and accurate as possible. However, in cases of error or possible misinterpretation, it should be understood that the *Agreement Between the Board of Trustees of The California State University and the California Faculty Association*, pertinent government codes and statutes, Trustee and Chancellor policy, and officially approved University policy are controlling. Should you note any editorial or other errors, please notify the Office of Faculty Affairs in order that it may be corrected.



San Francisco State University
1600 Holloway Avenue
San Francisco, California 94132

Office of Faculty Affairs

August 28, 1989

Dear Faculty Members:

I am pleased to present the first edition of the Manual for Temporary Faculty. I hope you will find it to be an informative and useful guide during your appointment here.

The Manual for Temporary Faculty is intended to bring together University policy, procedures and regulations that govern temporary faculty employment; to inform temporary faculty about their rights and their responsibilities to their departments, their students and the instructional program; and to describe University resources and services which are available to temporary faculty in the performance of their duties. The manual is extracted from the Faculty Manual, a comprehensive guide to employment of all faculty.

Departments and schools have policies and procedures specific to their needs that are consistent with University policy as stated in this manual, the Faculty Manual, and the Agreement. The Faculty Manual, the Agreement, and these policies or procedures are available in department and school offices. Other University publications you may wish to consult are the Bulletin for undergraduate and graduate curricula, policies, and procedures, and the Class Schedule for a particular semester's course offerings and student-related deadlines.

As you use this manual, I would encourage your suggestions for future revisions. Please contact the Office of Faculty Affairs if you have any questions or comments.

Sincerely,

Marilyn J. Boxer,
Vice President for Academic Affairs

MJB/lb

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TEMPORARY FACULTY EMPLOYMENT POLICIES AND PROCEDURES

- 1.0 **GENERAL.** Faculty employment is governed by University regulations as set forth in this *Manual for Temporary Faculty*; the *Faculty Manual*; the *Agreement Between the Board of Trustees of The California State University and the California Faculty Association: Unit 3--Faculty*, (hereinafter known as the Agreement); systemwide regulations which implement resolutions of the Trustees; *Title 5 of the California Code of Regulations*; Executive Orders and policy directives issued by the Chancellor or his/her designee; the laws governing The California State University in the *California Education Code*; and other pertinent statutes and regulations.

In case of error or possible misinterpretation, it should be understood that the Agreement, pertinent government codes and statutes, Trustee and Chancellor policy, and officially approved University policy are controlling. The Agreement is used as an inclusive term, incorporating by reference all amendments ratified by the California Faculty Association (CFA) and the California State University (CSU) subsequent to the original Agreement.

Unless otherwise stated, faculty is defined to mean faculty unit employee. In this manual, the term dean refers to the eight school deans and the Director of the Library.

2.0 EMPLOYMENT

- 2.1 **APPOINTMENTS.** Article 12 of the Agreement governs appointment. Appointments to the faculty are tendered by the chief administrative officer of a unit (dean) under authority delegated by the President. Recommendations for appointments originate with the department. Such recommendations must be approved by the President's designee within the central administration, who authorizes the employment offer by the chief administrative officer of a unit.

Temporary faculty are those persons appointed to the rank of lecturer. Such service is rendered for a specific term of appointment at the end of which the person's employment with the University automatically ends. See Section 3.

- 2.2 **OATH OF ALLEGIANCE.** It is required that all new employees who are citizens of the United States, regardless of expected duration of employment, sign the Oath of Allegiance prior to assuming the duties of their position or receiving salaries, wages, or benefits to which they would be entitled as State employees. Aliens are not required to subscribe to Part 1 of the Oath of Allegiance until such time as they become citizens. However, they are required to complete the Declaration of Permission to Work section, Part 2 of the Oath.

A new oath is not required for subsequent appointments provided the faculty member has not been separated. If the faculty member has been separated and is reappointed, a new oath must be signed. An oath must also be signed upon appointment to employment at San Francisco State University even if a previously signed oath is on file as a result of appointment by another state agency or campus.

No alteration of the subscribed oath is permitted. Any alteration to the wording invalidates the oath. Because certain religious beliefs prohibit the bearing of arms, some persons believe they cannot sign the oath. However, the matter of bearing arms is not pertinent to the Government Code Sections on which the oath is based. In these instances, it is permissible for persons who have properly filled out the actual oath to attach a statement to include their signature stating that their religious beliefs prohibit the bearing of arms (reference Personnel Policy No. 15).

- 2.3 **IMMIGRATION REFORM AND CONTROL ACT (IRCA) OF 1986.** All new employees must verify employment eligibility and identity with the IRCA Coordinator in their school office by completing INS form I-9.

Non-citizens who are permanent residents or possess a valid J-1 visa (exchange visitor permit) are eligible for employment. Fully matriculated graduate students who possess a valid F-1 visa may be eligible for part-time employment only. It is the individual's responsibility to maintain a visa status which allows employment.

- 2.4 **CLEARANCE PROCEDURES.** The faculty member should obtain clearance instructions from either his/her school office or the Payroll Office. Faculty members must turn in items such as keys, audio-visual equipment, library books, and their photo identification cards, and be cleared by the Payroll and Accounting Offices.

Each faculty member must complete the employee clearance procedures prior to the last day of work. Final salary warrants cannot be released until clearance procedures have been completed.

- 3.0 **EMPLOYMENT OF TEMPORARY FACULTY.** The following policy was approved by the Academic Senate on May 9, 1989, and by the President on July 11, 1989. (S89-160)

Departments shall give all temporary faculty copies of the *Manual for Temporary Faculty*. In addition, departments shall make available in the department office a copy of the *Faculty Manual* and the Agreement for the information of its lecturers. For questions about conditions of employment which are not answered in these resources, lecturers should contact the Office of Faculty Affairs for information on employment rights and responsibilities, and Personnel Services for information on benefits and retirement.

- 3.1 **RECRUITMENT.** To meet the requirements of the Agreement and the University's affirmative action and equal opportunity policy, every department will publish and disseminate announcements about the availability of lecturer appointments on campus in department and school offices, and to appropriate media, higher education institutions, and professional organizations throughout the Bay Area region at a minimum of once a year. Copies of announcements and lists of locations where the announcements were sent must be forwarded by each department to the Affirmative Action Coordinator annually in order to comply with the University's Affirmative Action Policy.

All prospective or previous employees who inquire about temporary faculty employment, whether by their own initiative or in response to a University announcement, shall be invited to fill out an application for temporary teaching appointment. This application form, which the applicant must sign, indicates an understanding that the application is for one or more periods of employment in the status of a temporary employee and that employment in such status will establish no preferential basis for consideration for subsequent appointment. The completed applications will remain in the department's applicant pool for three years.

All currently appointed lecturers who apply in writing for subsequent appointment are to be considered members of the applicant pool. The applicant pool must be reviewed for selection of the best qualified candidate for every temporary vacancy. In every case of lecturer appointment recommendations, departments should be prepared to demonstrate that the applicant pool was reviewed and the best qualified candidate was recommended.

- 3.2 **APPOINTMENT.** Temporary faculty are designated as lecturers. The title is assigned to all such appointments regardless of salary level.

Appointments may be for a semester, an academic year, or more than one year. Any lecturer may request an appointment of more than one year's duration. The duration of the appointment is specified in the appointment letter; all temporary appointments expire at the end of the period specified.

Following two semesters of consecutive employment within an academic year, a part-time temporary employee offered appointment to a similar assignment in the same department(s) shall receive a one-year appointment. However, this appointment may be on a conditional basis as described in the succeeding paragraph.

An offer of employment as a part-time lecturer is contingent on enrollment and budget considerations sufficient to justify the prospective employment as determined by the dean of the school. Changes in enrollment and budget considerations may necessitate reduction in the time base indicated or withdrawal of the employment offer. Such adjustments must be made prior to the third class meeting.

Full-time lecturers shall not be appointed on a conditional basis and their time base cannot be decreased during the appointment period.

The minimum time base for lecturer appointments is .07 or the equivalent of one weighted teaching unit.

The Office of Faculty Affairs will not process lecturer appointments for individuals with less than a master's degree if either of the following are true:

the individual is a matriculated undergraduate student at San Francisco State University; or
the "Application for Temporary Employment" or an attached vita does not clearly show that the experience of the individual justifies the appointment.

The Office of Faculty Affairs process lecturer appointments for graduate students if they are teaching entry level courses or labs in the department, and have a teaching assignment which produces student credit hours (WTU's).

Conditions for appointment are printed on the reverse side of the lecturer appointment letter, and are found in the *Faculty Manual* and the Agreement. Any commitments made by any member of the faculty or administration beyond the terms stated within the lecturer appointment letter are of no validity or effect. Recommendations for subsequent appointment or continuance of service may be made only through appropriate faculty/administrative channels.

Should a lecturer later be hired in a tenure-track position, he or she may be granted at the time of initial tenure-track appointment up to two years service credit toward probation. Credit for probation may be based on previous service at a post-secondary education institution, previous full-time CSU employment, or comparable experience. See the *Faculty Manual*, Chapter Two, Section 6.1, "Policy and Procedures for Granting of Credit Toward Tenure".

- 3.3 **SUBSEQUENT APPOINTMENT OF LECTURERS.** Lecturers who are currently employed and who wish a subsequent appointment shall complete the "Application for Subsequent Temporary Faculty Appointment" and submit it to the department chair. These applications are available in all department offices.

In completing this application, lecturers may seek access to their Personnel Action File for information about their past appointment(s). The official Personnel Action File is maintained in the Faculty Records Office, ADM 447. Lecturers are encouraged to examine their personnel files. Lecturers are free to attach additional information to their application if they wish. See Chapter Two, Section 1.5.

Each lecturer appointment or subsequent appointment is a separate personnel action. Even if an individual is appointed for contiguous semesters, the appointments are not to be interpreted as "continuous service."

- 3.4 **CAREFUL CONSIDERATION.** Departments are responsible for ensuring that all applications for subsequent appointment are given careful consideration. For lecturers seeking subsequent appointment, departments will examine lecturers' written applications (including any supporting documents) and their periodic evaluations. (See Section 5.0 for policy and procedures for the periodic evaluation of temporary faculty.) This careful consideration shall be made by a department review committee, the department chair, or both.

- 3.5 **EMPLOYMENT PROCESSING.** Department chairs are responsible for keeping lecturers informed as to the status of their "Applications for Subsequent Temporary Faculty Employment". Department chairs shall forward the department's recommendation regarding all lecturer appointments and subsequent ap-

pointments to the dean. Deans shall forward their recommendations for appointment and subsequent appointment to the Associate Vice President for Faculty Affairs. Copies of all "Applications for Subsequent Temporary Faculty Appointments" and periodic evaluations shall be forwarded to Faculty Records for inclusion in the Personnel Action File. Notification to lecturers regarding an offer of initial or subsequent appointment shall occur after approval of the appointment in the Office of Faculty Affairs and using the "Temporary Faculty (Lecturer) Appointment Letter". Deans and department chairs are encouraged to expedite the processing of temporary faculty appointments and subsequent appointments.

A lecturer appointment is effective only after approval by the Associate Vice President for Faculty Affairs, and no commitment can be made until then. Department chairs and members of hiring committees should be careful in their communications with lecturers not to raise expectations on the part of a prospective lecturer of employment beyond the immediate appointment period. Any such promises or commitments made by chairs or departmental committees are not binding on the University.

4.0 COMPENSATION AND BENEFITS

- 4.1 TEMPORARY FACULTY COMPENSATION.** Lecturer appointments may be made at any step of the current faculty salary scale. Appointment of graduate students as lecturers should be only at steps one through five. The current faculty salary scale is available in school and department offices.

Lecturers subsequently appointed to a similar assignment in the same department(s) cannot be appointed at a lower step than their previous appointment. Any subsequent appointment of a lecturer at a higher step will require approval by the Associate Vice President for Faculty Affairs.

Upon completion of twenty-four academic units in the same department or equivalent unit, lecturers may request consideration for appointment at a higher step for the following semester. Such a request shall be made in writing to the department chair, preferably on the "Application for Subsequent Appointment".

The department shall forward its recommendation regarding a step increase to the dean. The dean shall forward the appropriate documents to the Office of Faculty Affairs for processing. The dean shall notify the faculty member as to whether the request was approved or denied. Normally, such notification will occur at the time of subsequent appointment.

Recommendations for step increases normally will be made only for those returning lecturers who have taught the equivalent of twenty-four academic units. Requests for higher step must be accompanied by an evaluation of teaching effectiveness and overall quality of service. Recommendations for appointment at a higher step in advance of the time schedule listed above require justification such as completion of a degree or resolution of salary equity problems within a department. Similarly, requests for increases of more than one step will be approved only in unusual circumstances.

Academic Senate policy S89-160 continues at Chapter One, Section 5.0

- 4.2 ACADEMIC YEAR FACULTY SALARY PLAN (PAY WARRANTS).** Academic year faculty are required to work five months each semester during which time specific scheduled work days are established by the President. The calendar for each academic year is available in the department office. For each five-month semester of approximately eighty-two working days, faculty are paid six monthly salary warrants.

Faculty who are employed for two semesters during the same academic year and begin employment on the first scheduled academic working day, are not absent any scheduled working days resulting in a salary dock, and have no change in fraction of employment during the two semesters will receive twelve salary warrants. Those faculty employed for the academic year will receive their final two checks on or about August 1 or September 1.

Faculty who are employed for the fall semester only will receive 1/12th of the annual salary for the first five months of that semester, plus a sixth salary warrant approximately a month after separation. Faculty

who are employed for the spring semester only will receive 1/12th of the annual salary for the first five months of the semester, plus a sixth salary warrant on or about August 1. Faculty who are first appointed for the spring semester and then reappointed for the following fall semester, will not receive their final salary warrant until clearance procedures have been completed.

- 4.3 **BENEFITS.** Lecturers appointed at a time base of .40 or more are eligible for medical, dental, and vision benefits.

Retirement system membership is ordinarily mandatory for those employed full-time for more than six months or half-time for three consecutive semesters. However, there are individual exceptions related to age, previous employment, and other factors. For specific information, contact the University Personnel Services Office. Social security membership is ordinarily mandatory for those required to be a member of the retirement system.

Specific questions concerning benefits and retirement eligibility and regulation should be referred to the Personnel Services Office. Also see the *Faculty Manual*, Chapter 3.

- 5.0 **PERIODIC EVALUATION OF TEMPORARY FACULTY.** The following is the continuation of Academic Senate policy S89-160 from Section 4.1

The Agreement Between the Board of Trustees of the California State University and the California Faculty Association, 1987-91 (Article 15) mandates the periodic evaluation of temporary faculty unit employees.

Purpose. The purpose of the periodic evaluation of lecturers is to assess their teaching performance or other assignment in the department(s) in which they are appointed in order to make informed decisions regarding reappointment. Information from periodic evaluations may also be used in recommendations for salary increases and for improving teaching performance.

Eligibility. All full- and part-time lecturers appointed two or more semesters, regardless of a break in service, will be evaluated according to this policy and procedure. The evaluation of lecturers appointed for one semester and not subsequently reappointed is at the discretion of the department.

Lecturers who are not instructors of record for a course are not covered by this policy.

Criteria. The primary criterion is teaching effectiveness. Other criteria include currency in the field and proper discharge of other departmental assignments.

Frequency. Full- and part-time lecturers will be evaluated annually.

Procedures. Written student evaluations of teaching effectiveness are required in a minimum of two classes annually. Where applicable, departments may use other data pertinent to teaching to evaluate teaching effectiveness. Where lecturers have departmental assignments in addition to teaching as part of their workloads, these assignments should be included in the evaluation.

Procedures for written student questionnaire evaluations are detailed in Article 15.14 of the Agreement, as follows:

"Student evaluation shall be conducted in classes representative of the faculty unit employee's teaching assignment. The results of these evaluations shall be placed in the faculty unit employee's Personnel Action File. Unless consultation with an academic unit has resulted in an agreement by the administration and faculty to evaluate all classes, the classes to be evaluated shall be jointly determined in consultation between the faculty unit employee being evaluated and his/her department chair. In the event of disagreement, each party shall select 50% of the total courses to be evaluated."

Evaluation of teaching performance by departmental review committee is required for full-time lecturers and optional for part-time lecturers. Department review committees, if any, shall be constituted according to Article 15 of the Agreement. When departments or equivalent units decide not to conduct a committee review of part-time lecturers, the department chair shall perform the steps in the procedure outlined below. Review of the department evaluation by the dean is required for both full- and part-time lecturers. All full- and part-time lecturers eligible for periodic evaluation will be informed at the time of appointment of the departmental procedures, criteria and time frames. Lecturers may submit indexed supplementary materials as part of the evaluation. Departments may solicit input from faculty and students about full- and part-time lecturers being evaluated.

At the conclusion of its deliberations, the department review committee, if any, and the department chair will complete the "Temporary Faculty Evaluation Form". Where the chair disagrees with the committee, he/she will state his/her reasons on the form with continuing pages, if necessary. The department chair will give the lecturer a copy of the "Temporary Faculty Evaluation Form" and any attachments. The form and summaries of student evaluations of teaching effectiveness in a minimum of two classes annually will be forwarded to the dean for review and then to the Faculty Records Office for placement in the Personnel Action File. Any rebuttal or statement the lecturer wishes to make shall accompany the evaluation materials and be placed in the official Personnel Action File.

Normally, when the outcome of the evaluation process is a recommendation for a subsequent appointment, the "Faculty Appointment Transaction Form" will accompany the evaluation documents.

Academic Senate policy S89-160 continues at Chapter Two, Section 1.2

- 6.0 **VOLUNTEER FACULTY.** The University is privileged to have the services of a large number of persons in various segments of the professional community of the city and the University. Such services include supervision of interns, laboratory direction, teaching of a class or scheduled lectures, and other types of experience which enhance the educational program of the University. Included in the volunteer faculty category are individuals who have responsibility for teaching any University course regardless of their other positions, including San Francisco State University Foundation direct hires and San Francisco State University staff members.

Persons employed as volunteers are members of the faculty. As such, they are appointed for one semester or longer with no salary. A signed volunteer statement is necessary for each appointment. The appointment of volunteer faculty ends automatically at the end of the appointment period. Volunteer service for the following semester or academic year is considered to be a subsequent appointment. Therefore, appointment documents need to be processed for each appointment period for volunteers. The Associate Vice President for Faculty Affairs will approve the appointment of a volunteer if the candidate's qualifications are such as to meet the criteria usually accepted as the basis for appointment of regular faculty.

As volunteer faculty, there exists an employer-employee relationship which allows such faculty members to participate in the following benefits:

- State Worker's Compensation Insurance;
- Use of state cars and/or travel expense allocations when approved and available;
- Use of laboratory and research facilities when applicable and available;
- Use of library and audio-visual services;
- Assignment of office space, purchase of parking privileges, etc., when available and required by their services;
- Such additional services as may, from time to time, be made available to faculty.

At the request of the appropriate dean, volunteer faculty will be listed in a special section of the University *Bulletin*.

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RIGHTS, DUTIES, AND RESPONSIBILITIES OF TEMPORARY FACULTY

- 1.0 **FACULTY RIGHTS AND RESPONSIBILITIES** Employment as a faculty member at San Francisco State University confers a number of rights and establishes a number of obligations. This section specifies rights and obligations not covered in the Chapter One.
- 1.1 **ACADEMIC FREEDOM.** Faculty members are free to hold and express opinions about material offered in their courses, and to judge and grade the academic performance of their students. The complete text of the "Guidelines for Academic Freedom and Responsibility" are contained in the *Faculty Manual*, Chapter Four, Section 1.1.
- 1.2 **TEMPORARY FACULTY PARTICIPATION IN GOVERNANCE.** The following is the remainder of Academic Senate policy S89-160, continued from Chapter One, Section 5.0.

University governance involves participation in the decision making and administrative processes at all levels. Lecturers are encouraged, but are in no way required, to take part in the broad range of governance activities which are essential to the functioning of the University. Such activities include, but are not limited to, the exercise of both voice and vote in department and school faculty meetings, service on department, school and University committees, and sponsorship of extracurricular campus groups and/or events.

In order to facilitate the participation of lecturers in University governance activities:

Each department shall develop and distribute to all faculty in that department its written policies regarding the rights of lecturers to participate in department governance.

Each department shall adopt procedures which allow voting by lecturers, except where voting rights are specifically prohibited by University or Trustee policy. Such procedures may prorate lecturer votes, but may not deny voting rights to lecturers.

Lecturers are encouraged but not required to make themselves available for election or appointment (as appropriate) to school and University committees.

Each school shall conduct elections as necessary to ensure that its lecturers are represented on the Academic Senate as provided for in the Senate Bylaws.

Lecturers are eligible to serve as sponsors or advisors to extracurricular campus groups and/or events.

Lecturers shall not be penalized in any way should they choose not to make themselves available for governance activities.

The provisions of this policy shall be limited only by the Agreement or by Trustees, CSU, or University regulations.

End of Academic Senate policy S89-160

- 1.3 **GRIEVANCE PROCEDURES.** The Agreement (Article 10) establishes grievance procedures for alleged contract violations. A "grievance" is defined as "an allegation concerning a claimed violation, misapplication or misinterpretation of a specific term or provision of this agreement." Faculty should refer to the Agreement for detailed procedures governing grievances.

Rights, Duties and Responsibilities of Temporary Faculty

- 1.4 PROGRESSIVE DISCIPLINE.** Article 18 of the Agreement, Reprimands, in conjunction with Article 11, Personnel Files, governs oral and/or written reprimands.

Written reprimands require five days prior notification to the faculty member before the reprimand is placed in the Personnel Action File. Faculty have the right to attach a rebuttal to the written statement or request that the reprimand be removed from the file.

Faculty are subject to discipline for those actions or conduct that exert a harmful effect upon the academic functions of the University, those that adversely affect the students, the administration, or other faculty members, and those that adversely affect the teaching process or the proper administration of the University. Article 19 of the Agreement establishes the disciplinary action procedures governing faculty unit employees.

- 1.5 FACULTY PERSONNEL FILES POLICY.** On January 17, 1984, the Faculty Personnel Files Policy was adopted at President's Council. This policy, excerpted below, is consistent with Articles 11 and 15 of the Agreement, and establishes a single official file, the Personnel Action File, located in the Office of Faculty Records, Administration Building, Room 447. If a conflict arises between this policy and any provisions of the Agreement, the provisions of the Agreement will apply.

The Personnel Files Policy allows faculty to review their own file except for pre-employment materials, to request copies of their employment records, and to request the correction or deletion of documents.

The Policy further requires that all information upon which personnel actions are based be reduced to writing, signed, and placed in the Personnel Action File.

The Official Personnel Action File. The official Personnel Action File (PAF) for faculty unit employees shall be located in the Faculty Affairs Office; the custodian for the PAF shall be the Associate Vice President for Faculty Affairs.

The PAF shall contain all information upon which personnel actions regarding a faculty unit employee are based. All information used to make personnel recommendations or revisions must be reduced to writing, signed, and placed in the PAF.

A copy of any materials being placed in the PAF must be provided the faculty unit employee five days prior to such placement except in cases of temporary suspension or discipline. Therefore, the faculty unit employee must be copied on all materials being forwarded to the PAF. The five day delay in filing will be implemented in the Faculty Records Office.

The PAF shall contain an access log for each faculty unit employee. Access to the PAF shall be for the purposes of official business only. All instances of access shall appear on the log.

Requests by faculty unit employees to correct or delete materials in the PAF shall be sent to the Associate Vice President for Faculty Affairs with copies to the dean and faculty committee if appropriate. Appeals of denial of the request shall be made to the President within seven days of the denial.

Other Faculty Unit Employee Files. The PAF shall indicate the location of other records kept on campus to which the faculty unit employee has access. These records include:

Personnel and Payroll files

School and department (or equivalent unit) duplicate records

Schools and departments may maintain duplicate records of the PAF for convenience. The dean shall be the custodian of all duplicate records at the school and departmental levels.

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Faculty are encouraged to examine their departmental, school, and central administrative files periodically.

End of excerpted Faculty Personnel Files Policy approved by President's Council

The complete text of the Faculty Personnel Files Policy is found in the *Faculty Manual*, Chapter Four, Section 1.5.

- 1.6 **SEXUAL HARASSMENT.** Sexual Harassment is one person's use of University authority, rank, or position to distort a University relationship by conduct which emphasizes another person's sexuality. Sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature are forms of sexual harassment when the person with authority, rank, or position:

- a. Requires submission as an explicit or implicit condition of instruction, employment, or participation in any University activity; or
- b. Distorts academic or personnel evaluations based on response to such conduct; or
- c. Hinders performance by creating or allowing sexually intimidating, hostile, or offensive behavior to occur in the University or in a University-related setting.

Sexual harassment is unethical and unprofessional conduct which is illegal and against San Francisco State University policy. It may occur in written, spoken, physical, and visual forms. The University will act to eliminate sexual harassment within its jurisdiction. A person with University authority, rank, or position must not use that power to create sexual pressure on someone else or on the work place in general.

The University will evaluate each incident or alleged sexual harassment and apply appropriate remedies.

The University can dismiss employees or expel students for sexual harassment.

The complete text of the "Sexual Harassment Policy and Procedures" is found in the *Faculty Manual*, Chapter Four, Section 1.5.

2.0 FACULTY RESPONSIBILITIES TO THE INSTRUCTIONAL PROGRAMS AND TO STUDENTS

- 2.1 **FACULTY WORKLOAD.** It is the professional responsibility of each faculty member to meet classes (including the final examination period) according to specified departmental/University schedules, to know and to observe departmental, school and University deadlines for such obligations as class verification reports, grade reports, etc., and to act in timely fashion upon students' petitions involving their class requirements.
- 2.2 **TEACHING LOAD.** Lecturers are ordinarily scheduled on the basis of a 15 WTU teaching load since they are not expected to assume non-instructional duties. In special cases where non-instructional duties are contemplated for a part-time faculty member, the department and school must request permission to assign WTU equivalent units as a part of the teaching load. See *Faculty Manual*, Chapter Four, Section 2.2.
- 2.3 **ADDITIONAL EMPLOYMENT AND OUTSIDE EMPLOYMENT.** Articles 35 and 36 of the Agreement govern outside and additional employment. The *Faculty Manual*, Chapter Four, Sections 2.5 and 2.6, contains more information about additional and outside employment.
- 2.4 **ATTENDANCE.** The work year for faculty members is defined by regulation as beginning on Monday of the week preceding that in which instruction begins in the fall semester and ending following Commencement exercises in the spring. Faculty members are expected to be on duty during the registration periods at the beginning of each semester.

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All faculty are expected to meet classes at the scheduled hours and places. Any anticipated absence or change must be reported to and approved by the department chair in advance. Arrangement can then be made for a substitute. In the case of emergency absence, the department or school office should be informed in sufficient time to make appropriate arrangements to cover classes.

- 2.5 **OFFICE HOURS.** Provision of time for student conferences outside of class hours is routinely required for all faculty members. Part-time faculty must be available for student conferences at the rate of at least one hour per week for each three-unit class.

All full-time faculty members are expected to keep a minimum of four office hours per week, during which they will be available for conference with students and advisees. Where non-teaching obligations require additional office hours, these should be provided. Each faculty member should post office hours and teaching schedules on the office door, supply the department secretary with similar information, and adhere strictly to the schedule posted.

- 2.6 **FACULTY DEVELOPMENT WEEK.** Except for the possibility of a general faculty meeting, Faculty Development Week shall be devoted to matters focusing on teaching, research and/or curricular development. Faculty members, individually or in groups, shall be expected to file their developmental plans with their department chairs. Faculty members of departments or programs may decide to use all or part of the week to explore matters of curricular change or pedagogical development and will be expected to participate in Faculty Development Week. Faculty Development Week policy was approved by the Academic Senate and the President in December 1978.

- 2.7 **CLASSROOM ASSIGNMENTS.** Several months before the beginning of each semester, schools and departments schedule classes in rooms assigned to them by the Academic Services Office. This schedule is printed in the *Class Schedule*.

Any request for a shift in classroom assignment after the initial scheduling period, or during the semester, and any request for a special room on a specific day should be made through the department chair, to the school office. The school office will work with Academic Services so that such assignments will be coordinated campus-wide. Rooms for student activities or other non-instructional events should be requested through the Student Activities Office.

- 2.8 **ORDERING TEXTBOOKS.** Faculty should check with department chairs regarding department policy and procedures for ordering textbooks. Instructors are encouraged to submit orders for the next semester as early as possible, preferably before the announced deadline. This ensures that the bookstore can buy used books from distributors or have the titles placed on the buy back list at the end of the semester, thereby giving students a chance to sell their books.

- 2.9 **DISTRIBUTION OF COPYRIGHTED MATERIAL.** It is an infringement of copyright for anyone, without permission of the copyright owner, to reproduce any copyrighted material for distribution to anyone, regardless of whether the material reproduced is sold or distributed free.

- 2.10 **FACULTY STATEMENT OF COURSE REQUIREMENTS.** The following policy was approved by the Academic Senate on April 20, 1982, and by the President on April 26, 1982. (S82-90)

Because students and their instructors share a common goal of a semester of learning in the best possible environment, students shall receive in writing, in the first or second meeting of a class:

- A statement of scope, content, and expected learning outcomes of the course;
- A list of texts and materials to be used throughout the course, including any additional fees or costs;
- A description of grading policy and practices;
- A description of teaching style (for example, fixed outline, lecture, discussion, class-directed or evolutionary); and

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A description of any substantive departure from the content published in the *University Bulletin* or *Class Schedule*.

Should budgetary demands require it, one posted document will suffice. During the semester, students shall be notified in writing of any substantive changes in the "Faculty Statement of Course Requirements".

End of Academic Senate policy S82-90

2.11 ENROLLMENT LISTS AND GRADE SHEETS

First Week Class List. A first-week class list is produced after Class Reservation Center and distributed to faculty via the department chair's office. Faculty are asked to use this first-week class list to drop students (by use of "drop bubbles") who do not attend the first class meeting or who do not meet the published course prerequisites. It is the student's responsibility to contact the instructor if he/she is unable to attend the first class meeting. Faculty are not required to save space if the student does not make the necessary arrangement.

Instructors have responsibility for and control of the add/drop process during the first two weeks of the semester. Since future student fees and refunds are based on enrollment at the end of the second week of instruction, it is important to accurately record drops on the first-week class list and submit all adds on the Add/Drop transaction form. All class lists must be submitted to the Registrar's Office by the end of the second week of instruction.

Faculty receive information about specific procedures from the department office and the Registrar. The Change of Program and Withdrawal Calendar provides an overview of the process. Additional information, including dates, can be found each semester in the *Class Schedule*.

Second Week Class List. At the end of the second week, faculty receive a computer-generated class list which includes names of all students officially registered in each class. This list is generated from the first week class list and the Add/Drop transaction forms. Instructors must verify that all students attending the class are on the list. Any student whose name is not on the list should be referred to the Registrar's Office to clarify registration status.

Instructors are encouraged to use the second-week class list to administratively drop students who could have been dropped on the first-week list or who should be dropped for non-attendance. The second-week class list is the final opportunity faculty have to make changes prior to the census date (20th day of instruction).

Fourth Week Class List. The fourth-week class list represents class enrollment after the drop deadline (census date). It cannot be used to drop a student for reasons of non-attendance. However, the list can be used to request administrative withdrawals for any student who stopped attending after the drop deadline but did not submit a withdrawal petition. It can also be used to identify registration errors.

The fourth-week class list must be signed by the instructor by a specified date. Additional information will be provided by the department office and the Registrar.

Final Grade Sheet. Prior to the end of the semester, instructors receive a computer-generated grade sheet. Instructors are required to submit the completed grade sheet within forty-eight hours after each final examination or final meeting of the course. All grade sheets are submitted to the department office. All students listed on the grade sheet must be given a grade regardless of whether they attended the course or not.

The grade reported on the grade sheet cannot be changed except by petition. Petitions for grade changes, including the make-up of an Incomplete, are available in the Registrar's Office.

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- 2.12 **FINAL EXAMINATIONS.** During fall 1976, the Academic Senate and the President approved a policy which sets aside a time period at the end of each semester for a formal examination period. All classes are expected to meet during the final examination period whether an examination is given or not. The final examination schedule is published each semester in the *Class Schedule*.

- 2.13 **GRADING POLICY.** The University's grading policy is printed in full in the *Bulletin*.

CR/NC Grading Policy. Students who select CR/NC Grading should be informed that CR grades may be interpreted as a "C" and NC grades may be changed to an "F" when considered by other institutions.

Grade Appeal Practices and Procedures. In response to Executive Order 320, Assignment of Grades and Grade Appeals, the Academic Senate developed a model procedure for this campus which was approved by the President. Grade appeal policy and procedures may vary among the schools within the general framework of Executive Order 320. Copies of the school policy are available in the school office.

- 2.14 **FIELD TRIPS.** Instructors are urged to enrich their classes with suitable field trips on and off campus. Field trips should be considered as much a part of the learning experience as the more formal classroom activities, and students should be held responsible for the knowledge to be gained from the trip.

Procedures. The class should be notified of the plans as far in advance as possible. All plans should be discussed and approved by the department chair before final arrangements are made. When required field trips are scheduled at other than regular class meeting hours, the classroom schedule may be modified accordingly. If a student is unable to participate in the field trip, an alternate project should be assigned.

Transportation. Transportation may be arranged by using state vehicles, by pooling students' cars, by using public transportation, or by chartering a bus. When transportation costs are involved, a student committee should be delegated to handle all funds. (For maximum protection of both students and faculty, insurance coverage should be checked if private vehicles are being used.)

- 2.15 **FINANCIAL POLICIES RELATED TO THE INSTRUCTIONAL PROGRAM**

Collection of Money by Instructors. Faculty members may not collect money from their students for any purpose. Executive Order 362 regulates the charging of fees to students necessary to defray costs of field trips, instructional materials, or use of off-campus facilities and equipment. A copy of the requirements and guidelines for such charges contained in Executive Order 362 may be obtained from school offices.

Solicitation of Students. Solicitation of students for personal, financial or professional gain is prohibited.

- 2.16 **CHEATING AND PLAGIARISM.** At times students and faculty have been disturbed by evidences of cheating during examinations and in the preparation of written work outside of class.

Each faculty member who requires outside written work as part of course requirements should carefully define the meaning of plagiarism and outline the proper methods for using outside sources. Students should be cautioned about the consequences should plagiarism be discovered.

If cheating or plagiarism occurs, it is the instructor's responsibility to handle the situation. The grade assigned must be based on the student's academic performance and must not be used as a punitive measure. The Coordinator of Student Discipline in the Office of Student Affairs will assist the instructor and is responsible for determining whether formal disciplinary action should be taken.

As a result of faculty and student discussions, the following list of suggestions to prevent cheating on examinations has been developed:

Proctor examinations in person as there is no honor system.

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Space students as widely as possible to avoid sharing information or misinformation during examination. (Call the school secretary if room is too small for satisfactory testing arrangements.)

Construct fair tests, e.g., their length, content, applicability to class assignments.

Determine final grades on as broad a base as possible, not entirely upon the results of one or two examinations. Additional short tests and other supplemental means of evaluating student achievement are strongly recommended.

Consider giving alternative forms of the same test where the order of questions is different for each form. This device is especially effective whenever there is occasion to use objective tests answer sheets that can be machine-scored. (For assistance in the construction of machine-scored tests, contact the Director of Testing.)

Confer with the department chair for further assistance on planning examinations, or for information about University resources for special help on examinations.

- 2.17 **ADDITIONAL POLICIES RELATED TO THE INSTRUCTIONAL PROGRAM AND STUDENTS.** Additional information about faculty responsibilities and student policies related to the instructional program, including information about student disciplinary procedures, sanctions and grievance procedures, is contained in the *Faculty Manual*, Chapter Four, Sections 2 and 3.

Chapter Three

RESOURCES AND SERVICES

1.0 PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- 1.1 **LEAVES WITH PAY.** Articles 27 and 28 of the Agreement govern professional leaves with pay. A full-time faculty unit employee shall be eligible for difference in pay or sabbatical leave if he/she has served full-time for six years at that campus in the preceding seven year period prior to the leave and at least six years after any previous sabbatical leave or difference in pay leave.

Professional leaves with pay are discussed in the *Faculty Manual*, Chapter Three, Section 3.1.

- 1.2 **LEAVES WITHOUT PAY.** Article 22 of the Agreement governs leaves of absence without pay. A full-time faculty unit employee is eligible for a leave of absence without pay in accordance with Article 22. Less than full-time lecturers may be granted a leave of absences of a short duration, not to exceed fifteen (15) consecutive working days per term.

Information about professional leaves without pay is contained in Article 22 of the Agreement and the *Faculty Manual*, Chapter Three, Section 3.4.

- 1.3 **MERITORIOUS PERFORMANCE AND PROFESSIONAL PROMISE AWARDS.** Meritorious Performance and Professional Promise Awards (MPPPA's) are available to all faculty members. These \$2500 awards are made annually.

MPPPA's are governed by Articles 31.17 - 31.25 of the Agreement. The complete policy is contained in the *Faculty Manual*, Chapter Three, Section 4.0.

These awards are designed to provide special incentives for distinguished performance and professional promise. Distinguished performance is defined as past exceptional service in one's professional responsibilities. Professional promise is defined as evidence of future ability and potential to perform exceptionally in one's professional responsibilities.

The award shall be based on teaching, professional achievement and growth, non-teaching activities, and/or community service, as specified in the criteria for promotion.

The award shall be based on evidence of performance relative to expectations appropriate to the candidate's rank.

If any school decides to weight these criteria differentially, it shall state its weighting system in writing and make it available to the school's faculty at the time the school opens the application process for the awards.

For an MPPPA, any faculty member may include all relevant past activities from his or her date of hire. However, when a faculty member has received this award, any subsequent award must be based on new materials.

- 1.4 **FEE WAIVER.** Article 26 of the Agreement governs the fee waiver program. All full-time faculty are eligible to enroll in the CSU fee waiver program for a maximum of two courses or six units whichever is greater. Courses taken shall be job related or career development courses.
- 1.5 **OTHER OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT.** Other opportunities for professional development are published in *Campusmemo* during the academic year. They include, but are not limited to faculty affirmative action grants, academic program improvement grants, teacher-scholar insti-

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tutes, and professional research and development grants. Further information may be obtained from the Director of Research and Professional Development, the Associate Vice President for Faculty Affairs and the Associate Vice President for Academic Programs and Planning.

- 2.0 **ACCIDENTS AND EMERGENCIES.** Call the Department of Public Safety, Ext. 2222, to report any emergency that occurs on campus. This includes accidents or sudden illnesses which may involve faculty, staff, students or visitors. State the exact location and, if possible, the nature of the problem. Public Safety will arrange for appropriate emergency treatment immediately.

Accidents which occur anywhere on campus or on a University-sponsored trip and which result in injury to faculty, staff, students or visitors must be reported to the Department of Public Safety. Employee injuries, including student employees, must be reported on State of California Form 620. All other injuries must be reported on the Accident Report Involving a Non-Employee Form. Forms are available at every school and administrative office. These forms must be completed and sent to the Department of Public Safety as soon as possible after the accident.

3.0 **ADMISSIONS AND RECORDS**

The Admissions Office is responsible for the admission of all students to the University. The office notifies all applicants as to whether they have been admitted or denied. Any questions concerning the admission of students or the amount of credit given for previous college work (Advanced Standing Evaluation) should be referred to the Admissions Office. Systemwide policies and procedures can be found in the *University Bulletin*.

The Admissions Office is also responsible for the evaluation and certification of all students who apply for graduation at the baccalaureate and master's level. Detailed information can be found in the *University Bulletin*.

The Registrar's Office serves the enrolled student. It is responsible for the registration of students each semester and produces Class Lists and Final Grade Reports. It also administers course add/drop procedures including withdrawal from the University. Any questions regarding the status of an enrolled student should be addressed to this office. For questions regarding Winter Session, Summer Session and Extension registration, see Extended Education.

- 4.0 **ALUMNI ASSOCIATION.** The Alumni Association advances the reputation and interests of the University and engages in educational programs and special activities for its members. It provides an on-going link between the University and its graduates for their mutual benefit. The Association also provides scholarships for currently enrolled students. The Association offers full membership to faculty, emeritus faculty, staff, graduates, and former students.
- 5.0 **AUDIO VISUAL/ITV CENTER (AV/ITV).** The Center is the campus source for instructional media and related services. Its media collection includes films, video cassettes and video discs. The Center serves the University as a source for information, demonstration, grant assistance, production and experimentation in the areas of instructional media and television. The Center also manages the operation of the University cable television station, SFSU/CABLE-35. Special services include the San Francisco Bay Area Television News Archive, a microwave link with Stanford University, a videotex service on Cable Channel 35, and satellite receivers for campus teleconferences. For further information about policies of the Center, please contact the director.
- 6.0 **BULLETIN.** The *University Bulletin* is published annually by the Office of the Vice President for Academic Affairs. The *Bulletin* includes general information, policies and procedures relating to admission, registration, grading, fees, student financial aid, General Education, undergraduate majors and minors, graduate degree programs, and requirements for graduation. Complimentary copies are distributed to full-time faculty. Students may purchase the *Bulletin* at the Bookstore.

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- 7.0 **CHILD CARE.** The Associated Students Children's Center provides the students, faculty and staff of San Francisco State University with a quality child care program. The Center is open to children from six months to five years, 7:45 a.m. - 5:15 p.m. during the academic semesters and during summer session. For further information, call the Associated Students Children's Center.
- 8.0 **CLASS SCHEDULE.** The regular educational program of the University is offered continuously from 8 a.m. until 10 p.m., Monday through Friday and during various weekends. The *Class Schedule*, listing all classes meeting during these hours, is prepared for each semester by the Office of Academic Services and is distributed to faculty through school offices. Students purchase the *Class Schedule* at the Bookstore.
- 9.0 **COMPUTING AND COMMUNICATIONS SERVICES.** Computing and Communications Services operates and maintains several computers for use by the campus community. Over 1000 workstations are available for instructional use. Sixty dial-in ports provide access to computers for users having their own equipment. San Francisco State University is integrated into The California State University telecommunications network and maintains data communications equipment to offer faculty and students access to large-scale computing resources throughout the state. Academic Computing teaches over fifty different short courses for faculty, staff and students, such as micro-to-mainframe link, DISSPLA Graphics, LOTUS 1-2-3 Spreadsheet graphics, dBASE II, and use of the CYBER (e.g., NOS) and PDP 11/70 (e.g., RSTS/E).
- 10.0 **DOGS ON CAMPUS REGULATIONS.** Only dog guides and research animals are permitted in campus buildings. Contact the Department of Public Safety for the policy relating to dogs other than dog guides and other animals on campus.
- 11.0 **EMERGENCY PREPAREDNESS PLAN.** Copies of the Emergency Preparedness Plan are available in all department and administrative offices.
- 12.0 **ESCORT SERVICE.** The Department of Public Safety provides an escort service to the entire campus community as part of the crime prevention program. The escort staff is equipped with radios and uniformed in jackets that read "Student Patrol" on the back. An escort will be provided on campus or within a reasonable distance from campus twenty-four hours a day.

To obtain an escort, call 338-2222 or use the yellow phones and dial extension 2222.

- 13.0 **EXTENDED EDUCATION.** Extended Education is the division of the University that is responsible for all program and course offerings not supported by state appropriations. These include Summer and Winter Sessions, Extension courses, Open University, contract courses and several certificate programs. In contrast with resident programs which require matriculation and a degree objective, most Extended Education programs allow any adult and selected high school students to participate. The primary objective of Extended Education is to augment the regular University offerings and to provide further educational opportunities for all who wish to gain new knowledge and skills or to enhance those already acquired. Faculty are encouraged to participate in Extended Education programs and may earn additional income within University and CSU policies.

For additional information, contact the Extension Program at 338-1205 or Special Sessions at 338-1377.

- 14.0 **IDENTIFICATION CARDS.** Faculty Identification Cards are required to check books and other materials out of the Library and the Audio Visual/ITV Center. The card is also required should the faculty member wish to reserve a locker in the gym. A temporary card will be issued by the Faculty Records Office, ADM 447, and is valid until the permanent card is received. Faculty should take the temporary card to ADM 253 to have their picture taken for the permanent card. Permanent cards are sent to the department when they are ready.

Resources and Services

15.0 KEYS.

Office Keys. Office keys and outside building keys will be issued by the Department of Facilities Operations upon written request from the department chair or school dean. There is no charge for the initial issue of keys.

Faculty must sign for each key issued. Keys cannot be picked up for another person. Master building keys should not be given to students under any circumstance. It is illegal to have duplicate keys made by outside locksmiths.

Loss of Keys. Lost keys should be reported immediately to the Director of Facilities Operations. There is a charge of \$5.00, which is subject to change, for each lost key. Procedures for payment and replacement of the lost keys are available from the Department of Facilities Operations.

16.0 LIBRARY. Brochures describing the holdings, the physical arrangement, and the hours of the Library are available at the information desk located on the first floor of the Library.

16.1 FACULTY BORROWING PRIVILEGES AND REGULATIONS. The following policy was approved by the Academic Senate on October 11, 1977, and by the President on October 18, 1977. (F77-23). The full policy is available in the Library Director's office. Excerpts of the policy follow.

A faculty member of San Francisco State University, using his/her faculty identification, may borrow circulating books for one semester. If, after the four week borrowing period, another borrower requests loaned material charged to a faculty person, the materials must be returned within seven (7) working days after notification from the Library. With lapse of this seven working day period, faculty who have not complied with the recall notices are delinquent and their library privileges are suspended. Upon return of the loaned material or settlement with the Library Circulation Department, loan privileges will be *immediately* reinstated.

Faculty who exercise their prerogative to keep loaned materials for the full semester, provided that these materials have not been recalled, must return or renew these materials by the day that semester grades are due. To renew, bring materials to the library loan desk from which they were borrowed. Materials may be renewed if they have not been requested by another borrower.

Faculty members are not authorized to lend books or other library materials to students, staff, or other persons. Books may be returned to the library and held for the next borrower. This service can be arranged at the main loan desk.

A faculty member may authorize one assistant, for a one semester period, to borrow library materials from most library units for the faculty member's use. This can be done by completing and filing a proxy authorization card for the main loan desk or for the service desk involved.

Any borrower intending to leave the local area for more than two weeks should make arrangements to insure prompt return of all library materials charged to him/her if they are recalled. A faculty member who resigns or who will be away from the local area for his/her entire sabbatical leave or other reasons is required to return all library materials before leaving.

There is no limit on the number of books a faculty member may borrow at any one time; however, they must be returned or renewed at the end of each semester. It is expected that books needed for continual consultation would be purchased by a faculty member and not provided by the library.

If a faculty member has lost a library book, one of the following actions is in order:

- Give the library an acceptable replacement copy and pay the processing fee, or
- Arrange with the main loan desk to pay for the book, plus the processing fee.

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Due to the nature of books on reserve for specific courses in the instruction program of the University, faculty members may borrow reserve books on a limited basis only, subject to recall for any borrower who needs a particular reserve book. Library sanctions will become applicable seven working days after the date of the return request.

Periodicals, both current and bound, some reference books, government publications, and phono records may usually be charged out to a faculty member at the departmental service desk handling these materials. These loans are usually for a short period of time. A faculty member is encouraged to photocopy materials needed for extended periods at the photocopy service office available in the library or in his/her department and to return periodicals promptly.

End of Academic Senate policy F77-23

16.2 SERVICES

Library Collections. Faculty may recommend purchase of print and non-print items for the collections. Recommendations should be forwarded to the departmental library liaison or to the appropriate subject specialist librarian. Requests are considered carefully within the constraints of curricular needs and library allocations for departments and programs.

Reserving Books. At the request of a faculty member, the Reserve Book Service will place books on reserve for student use. Forms for reserving books are sent to each faculty member prior to the beginning of each semester.

Reserving Media. At the request of a faculty member, the Media Access Center will place non-print materials (audio, video, software) on reserve for student use.

Online Public Access Catalog. An online public access catalog provides information on library holdings and availability. This service can be accessed via terminals in the Library or personal computers in faculty offices or homes.

Inter-Library Services. Books may be obtained by faculty members through interlibrary loan. Graduate students may also use this service. Undergraduates may borrow through Inter-library Services only if the books are available from another California State University library or from the University of California, Berkeley.

Information and Research Services. Librarians are available at reference service points to assist faculty in the use of the Library. They will also help compile brief, selective bibliographies.

16.3 FACILITIES

The Faculty and Graduate Student Reading Room, is located on the fourth floor. A faculty or graduate student identification card (code-punched by Student Services on the second floor of the Administration Building), is necessary for entry.

The Gibson Corner, located within the Faculty and Graduate Student Reading Room, is a reading area with locking carrels for emeritus faculty.

Group Study Rooms are located throughout the building and may be reserved on an *ad hoc* basis through the Periodicals/Microforms Department Office.

17.0 MAIL SERVICE. The University maintains a central mail room for the purpose of coordinating all incoming, outgoing, and intra-campus mail.

Incoming and intra-campus mail is delivered to administrative offices and school mailrooms twice each day. Outgoing mail is picked up at the same time these deliveries are made. Mail may be brought to the

Resources and Services

Mail Services Office prior to 3:30 p.m. to be mailed that day. Outgoing mail must have a complete University return address, including the issuing department name.

All University mail, unless otherwise marked, will be metered at the lowest possible postage rate. Call the Mail Services Manager to coordinate handling, and to determine the most economical rate, for large mailings.

For expedited processing, it is required that all incoming and intra-campus mail be addressed as follows:

Incoming

Jane Jones
San Francisco State University
Department of Chemistry
1600 Holloway Avenue
San Francisco, CA 94132

Intra-campus

Jane Jones
Chemistry

The building and office number should not be used as a destination address, since mail is sorted by department name.

- 18.0 **MEDICAL TREATMENT OF EMPLOYEES BY THE STUDENT HEALTH CENTER.** The Board of Trustees of The California State University defines those employee services which can be provided as:

first aid treatment while on University premises;
first medical treatment of work injury;
diagnosis and prognosis of work-connected injuries;
arrangement for referral for treatment;
some pre-employment, periodic, or OSHA-mandated physicals, or preventive measures, all by pre-arrangement with Personnel Services.

An injury or illness which would be expected to result in payment of temporary disability compensation, industrial disability leave, or permanent disability benefits should be treated by a State Compensation Insurance Fund-approved physician after the initial injury evaluation. For additional information refer to the section on Workers' Compensation or contact Personnel Services.

- 19.0 **PARKING.** Priorities for parking permits for designated campus parking lots are determined by the school dean. An application for a parking permit should be made to the school or department office.

Under existing state regulations, any employee authorized by his/her department and desiring to park on the campus will be required to pay a fee each semester. Fees are paid at the Cashier's Office. A parking decal for the designated lot will be issued. The decal should be affixed to the vehicle according to the instructions.

The permit does not entitle a faculty member to park in any one particular space. If the designated lot is full, the faculty member must go to the next highest numbered parking lot.

Public Safety Officers, on twenty-four hour patrol, will issue citations to illegally parked vehicles and to vehicles or drivers who fail to abide by the California Vehicle Code, City and County of San Francisco traffic code, and special regulations promulgated by the President of the University for the control of motor vehicles.

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- 20.0 **PETTY CASH PURCHASES.** For supplies and services not costing more than \$50.00 for any single transaction, a faculty member may be authorized to make a cash purchase using his/her personal funds. Such a purchase must not be made without prior approval of the appropriate dean or department chair. The vendor's cash register tape or cash receipt sales ticket showing the item purchased must be kept in order to be reimbursed.
- 21.0 **PRINTING SERVICES.** The University Printing Services has been established to assist faculty in the preparation of materials for instructional purposes. The following services are available: graphics, typesetting, quick copy photo offset, and lithography. All requests must be accompanied by a requisition form which has been signed by the school dean or his/her designee.

Requests for lengthy jobs or those requiring special layout should be reviewed with the Printing Services manager in order to determine the time necessary to complete the project.

The resources of the Printing Services Center are available only for work which is related to the instructional program of the University. All work completed for research projects will be handled on a reimbursed basis. Reproduction of University material such as the *Class Schedule* or the *Bulletin* will not be done unless approved by the Vice President for Academic Affairs.

- 22.0 **PUBLIC AFFAIRS.** The Office of Public Affairs sponsors several programs which serve the campus community:

News Bureau. The News Bureau issues news releases and public service announcements about individual achievements, programs and events. It has the responsibility for responding to media inquiries about the University. The News Bureau also offers services to campus individuals and organizations seeking media access. The News Bureau maintains a "Guide to Faculty Resources," listing areas of faculty expertise, which the Public Affairs Staff uses and makes available to news media. All faculty are encouraged to fill out the form which is sent to them each year for updating.

Speakers Bureau. Public Affairs coordinates presentations to community groups by members of the faculty and staff. Information about topics and available speakers is distributed to senior citizens group, service and fraternal organizations as well as other clubs and associations in the University's service area. Anyone wishing to participate should contact the Office of Public Affairs.

Publications. The Office of Public Affairs publishes two official University publications:

Inside San Francisco State University is published six times a year. Its purpose is to provide information to the campus community and friends of the University about the University's programs, faculty, staff and alumni. Faculty, staff and alumni are urged to submit information about professional and community activities and new publications. *Inside* also publishes a comprehensive two-month calender of University events. The deadline to submit information is generally one month before the issue is published. Call Public Affairs for more information.

Campusmemo is published each Monday and includes all official University announcements and general news about matters of internal interest. This is distributed to all faculty and staff.

- 23.0 **RESEARCH.** Research and sponsored projects are an integral part of the approved University educational program. The Director of Research and Professional Development reviews project commitments to sponsoring agencies to ascertain that they are acceptable to the University and that they may be satisfactorily fulfilled. The Director of Research and Professional Development acts on such matters as eligibility for project directorship, personnel issues related to grants and contracts administration, protection of human research subjects and other matters relating to encouraging and facilitating the successful performance of sponsored projects. All proposals for extra-mural funding are to be routed for the signatures of appropriate University officers including the department chair, school dean, Director of Research and Professional Development, Director of the San Francisco State University Foundation, Inc., Vice President

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for Administration, and Vice President for Academic Affairs. Questions about research and sponsored projects should be directed to the Office of Research and Professional Development.

San Francisco State University Foundation, Inc. The San Francisco State University Foundation, Inc., formed in 1946, is a non-profit, tax-exempt corporation established under the corporation code of the State of California to administer the fiscal and legal aspects of funds received for research and other project activity. The Foundation is governed by a nine-member Board of Directors. The Foundation is tax exempt under Internal Revenue Code Section 501 (c) (3). Donors and grantors may give gifts to San Francisco State for specific University purposes and obtain tax benefits.

- 24.0 **ROMBERG TIBURON CENTERS.** The Romberg Tiburon Centers are facilities located in Marin County and devoted to the support of a broad spectrum of teaching and research activities focusing on the environment of the San Francisco Bay. The Bay Conference Center is operated by Extended Education.

For additional information, consult the *University Bulletin* and the School of Science.

- 25.0 **SMOKING POLICY.** Smoking is prohibited in classrooms, laboratories, meeting rooms and elevators. Smoking may be permitted in shared offices by mutual consent. Smoking areas are designated in each building by permanently affixed symbols.

The full text of the smoking policy is published in University Executive Order No. 5 and is available in the Office of the President.

- 26.0 **SOLICITATION REGULATIONS.** For specific information regarding soliciting, selling, exposing for sale, or offering to sell any goods, articles, or published materials, contact the Office of the Vice President for Administration.

- 27.0 **TELEPHONE SERVICE.** Each faculty member is given a University telephone directory which lists all University numbers and describes how to place on- and off-campus calls.

Charging personal calls to University telephones is not permitted. In an emergency, the use of the University telephone is permitted but the call must be charged to the caller's private telephone.

The University's restricted telephone system places an obligation on the faculty to make certain the telephones are not used indiscriminately and are not left unattended at any time. Students are not permitted to use University telephones. Pay phones are at convenient locations in each building.

- 28.0 **TRAVEL.** All travel away from the University during work days, regardless of funding, must be authorized before it is taken. Travel forms, including justification for the trip, must be approved by appropriate University administrators. Approval is given only when the trip is judged to be official and reasonable in time span and the faculty member's duties can be assumed by another faculty member.

All persons anticipating travel must know that unauthorized travel constitutes a breach of the *California Code of Regulations* and is considered as "absence without leave." The person absent without authorization may not submit a claim for travel expenses and, further, may be docked for the days he/she was absent from the campus.

University personnel should understand that adherence to travel regulations will protect their personal and family interests when they are performing University business i.e., Worker's Compensation and death benefits.

For information about forms and procedures for in- and out-of-state travel, contact the department office. In addition, see Article 32 of the Agreement regarding travel reimbursement.

- 29.0 **UNIVERSITY CLUB.** The University Club was formed to further the educational, intellectual and research objectives of San Francisco State University by providing a facility where members of the faculty

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and staff can meet regularly both formally and informally. The University Club belongs to the Association of Faculty Clubs and has reciprocal arrangements with many clubs in the United States and Canada.

The University Club provides lunch and beverage service five days a week during the academic year and summer session. The Club is open from 8:30 a.m. to 6:00 p.m. during the academic year and from 8:30 a.m. to 3:30 p.m. during the summer. Upon request from members and eligible organizations, the Club is available for special banquets and private parties. Active memberships are available to all faculty and staff employed at least half time at the University. Associate memberships are available to retired faculty and staff, visiting faculty and spouses of active or associate members. New faculty and staff are invited to seek additional membership information by contacting the University Club at extension 1267.

- 30.0 **UNIVERSITY WOMEN'S CLUB.** The objective of the University Women's Club is to stimulate, cultivate, and encourage the women of the University and to contribute to the enrichment of University activities.

Women faculty and staff and women who are spouses of faculty or staff are eligible for membership in the University Women's Club. The Club sponsors a wide variety of educational, service, and social activities.

- 31.0 **VEHICLES - STATE OR PRIVATE.** Several state-owned vehicles are available for use by the faculty in the performance of official University business. Only students who are employed by the University may operate vehicles.

All mileage costs, including mileage claims for use of privately-owned vehicles, will be charged to the school or department.

State law requires all employees who drive University vehicles or claim mileage for use of privately-owned vehicles on University business to complete the Defensive Driving Course once every four years. Faculty members who have not completed the three-hour course within the last four years should contact Personnel Services to enroll in the first available session.

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**SAN
FRANCISCO
STATE
UNIVERSITY**

FACULTY MANUAL

**SAN FRANCISCO
STATE UNIVERSITY**

FACULTY MANUAL

**PUBLISHED BY THE OFFICE OF THE
VICE PRESIDENT FOR ACADEMIC AFFAIRS
AUGUST, 1989**

The *Faculty Manual* is issued by the Office of the Vice President for Academic Affairs. Every effort has been made to make this manual as complete and accurate as possible. However, in cases of error or possible misinterpretation, it should be understood that the *Agreement Between the Board of Trustees of The California State University and the California Faculty Association*, pertinent government codes and statutes, Trustee and Chancellor policy, and officially approved University policy are controlling. Should you note any editorial or other errors, please notify the Office of Faculty Affairs in order that it may be corrected.



San Francisco State University
1600 Holloway Avenue
San Francisco, California 94132

Vice President for Academic Affairs
415/338-1141

August 28, 1989

Dear Colleagues:

I am pleased to present this revised edition of the San Francisco State University *Faculty Manual*. The revisions and new materials reflect changes that have occurred since the publication of the 1985 manual.

The *Faculty Manual* is intended to accomplish the following:

- to bring together University policy, procedures, and regulations that govern faculty employment;

- to inform faculty about their rights and responsibilities to their departments, students, and the instructional program;

- to provide a guide to the University's organizational structure, including the role of faculty governance; and

- to describe the University's resources, services, associations, and committees which are available to faculty in the performance of their duties.

The Collective Bargaining Agreement between the California State University and the California Faculty Association governs faculty employment. University policies and procedures are developed by the Academic Senate and the administration to implement the Agreement at this campus and to govern academic matters not covered by the Agreement. In case of conflict, the Agreement supersedes. Departments and schools have policies and procedures specific to their needs that are consistent with University policy as stated in this manual. The Agreement and these policies or procedures are available in department and school offices. In addition, other University publications you may wish to consult are: the *Bulletin*, for undergraduate and graduate curricula, policies, and procedures; the *Class Schedule*, for a particular semester's course offerings and student-related deadlines; and the *Administrative Manual*, for University and systemwide policies, procedures, and regulations beyond the scope of this manual.

My staff and I thank those of you who contributed suggestions for revision and clarification over the years. We encourage your continued comments as you use this edition.

Cordially,

Marilyn J. Boxer
Vice President for Academic Affairs

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THE ORGANIZATION OF THE UNIVERSITY

- 1.0 **THE CALIFORNIA STATE UNIVERSITY.** San Francisco State University is one of twenty campuses in The California State University system. The California State Legislature enacted a Master Plan for all public higher education in California in 1960. Under the plan, the principal policy and administrative responsibilities for The California State University system were vested in the Trustees of The California State University and in its administrative-executive arm, the Office of the Chancellor. While the Trustees and the Chancellor set broad policy for the system, they delegate much responsibility to presidents at each of the twenty campuses which comprise The California State University system. A Statewide Academic Senate, composed of representatives of the faculty at each campus, consults with the Chancellor and makes recommendations to him/her regarding academic matters.
- 1.1 **MEMBERSHIP AND ADMINISTRATION OF TRUSTEES.** The Trustees form a board consisting of sixteen members appointed by the Governor, and five ex officio members: the Governor, Lieutenant Governor, Superintendent of Public Instruction, the Speaker of the Assembly, and the Chancellor, who serves as the chief executive of the system. Terms of the Trustees are presently set at eight years.
- 1.2 **THE UNIVERSITY OF CALIFORNIA, THE CALIFORNIA STATE UNIVERSITY, THE COMMUNITY COLLEGES, DIVISION OF FUNCTIONS.** Under the provisions of the Master Plan, the functions of the three main subdivisions of California higher education are described as follows:

Community Colleges. Instruction in these institutions includes, but shall not be limited to, standard collegiate courses for transfer to higher institutions, pre-employment vocational and technical training, and general or liberal arts courses. The Community Colleges are authorized to offer instruction through, but not beyond, the fourteen-grade level, and may confer the degree of Associate of Arts upon the satisfactory completion of the required units and courses.

State University. The State University instructs undergraduate and graduate students through the master's degree level, in liberal arts and sciences, in applied fields, and in the professions, including the teaching profession. Under special arrangement, doctoral degrees may be awarded jointly by the State University and the University of California.

University of California. Although authorized to instruct in liberal arts, sciences, and professions, the University of California system has exclusive jurisdiction in law, graduate instruction in medicine, dentistry, veterinary medicine, and architecture, and is the State's primary agency for research. The University of California system is permitted to make reasonable provision for the use of its libraries and research facilities by qualified faculties of other institutions of public higher education in the State.

- 2.0 **SAN FRANCISCO STATE UNIVERSITY**
- 2.1 **THE PRESIDENT.** The President is the chief administrative officer of the University and is responsible for all University programs and operations. The President provides educational leadership and ensures that all programs and operations are conducted in accordance with state laws and regulations, Trustee policies and Chancellor's Office directives and collective bargaining agreements. As a member of the Chancellor's Executive Council, the President assists in development of systemwide policies and provides advice to the Trustees and the Chancellor.

The President is responsible for the organization of the University, the establishment of management controls, and the periodic evaluation of administrative policies and practices. The President is responsible and accountable for all fiscal and auxiliary operations. Those areas reporting to the President include:

The Organization of the University

Academic Affairs, Affirmative Action, Business and Administrative Affairs, Computing and Communication Services, External Affairs, Public Relations, and University Development.

Enrollment Services is under reorganization at the time this *Faculty Manual* is being published, and will report to the President during the 1989-90 academic year. The Director of Enrollment Services is responsible for overall planning, organization, and direction of the Admissions and Registrar's offices. The Director develops, implements, revises, and evaluates major policies and procedures of the office in order to meet the changing needs of the University.

The President leads in the development of University policy in consultation with appropriate campus constituencies including the senior administration, the Academic Senate, the Associated Students, and the Advisory Board.

The Advisory Board is an organization of lay members of the community who are interested in the work of the University. The President develops and maintains effective working relations with the community through the Advisory Board, public organizations, local legislators, and the Alumni Association.

- 2.2 **ACADEMIC AFFAIRS.** The Vice President for Academic Affairs is the chief academic officer of the University and in this capacity is responsible for executive and intellectual leadership in curriculum development, instruction, and academic personnel. These three responsibilities include: development and evaluation of all academic programs; the selection, development, and retention of the faculty; management of the instructional budget; development of continuing education and other community programs; and supervision of academic support services including the library and audio visual services. Reporting to the Vice President for Academic Affairs are the Associate Vice President for Academic Programs and Planning, the Associate Vice President for Faculty Affairs, the Dean of Undergraduate Studies, the Dean of Graduate Studies, the Dean of Extended Education, the Director of the Library, the Director of Research and Professional Development, the Director of Academic Services, and the Director of the Audio Visual/ITV Center.

The Associate Vice President for Academic Programs and Planning is responsible to the Vice President for Academic Affairs for short- and long-range academic planning and academic programs. As part of these activities, the Associate Vice President for Academic Programs and Planning coordinates both the academic master plan projection process and the academic program review process at the campus and with the Chancellor's Office. In addition the Associate Vice President for Academic Programs and Planning coordinates the University's accreditation efforts, ensures the smooth functioning of the curriculum review and approval process, coordinates campus implementation of the all-university responsibility for teacher education, and supervises the Office of International Programs.

The Associate Vice President for Faculty Affairs is responsible to the Vice President for Academic Affairs for the appointment of temporary and tenure-track faculty personnel. In all retention, tenure, and promotion procedures, the Associate Vice President for Faculty Affairs serves as chief staff person to the Vice President for Academic Affairs. The Associate Vice President for Faculty Affairs is the employee relations designee for faculty collective bargaining including employee relations matters, grievances, and discipline actions and serves as the custodian of the official Personnel Action File for all faculty. The Associate Vice President for Faculty Affairs is also responsible for the design, maintenance and dissemination of information from the faculty personnel information system (FAIRS).

The Dean of Graduate Studies is responsible for overseeing the development and operation of the graduate programs throughout the University and for seeing that University and systemwide policies and procedures for such graduate programs are observed and implemented.

The Dean of Undergraduate Studies is responsible for overseeing the development and operation of the undergraduate curriculum of the University and for seeing that University and systemwide policies and procedures are observed and implemented. In addition, the Dean of Undergraduate Studies has specific

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responsibilities for overseeing the University's general education, liberal studies, literacy, and special major programs.

The Dean of Extended Education is responsible for all self-supporting instructional programs, including Summer Sessions, Extension, Special Programs, Travel Study, External Degrees, Certificate Programs, and Concurrent Enrollment.

The Director of the Library reports to the Vice President for Academic Affairs and initiates the development, evaluation, and implementation of needed service programs for the library. Responsibilities and authority of the Director are equivalent to those of a dean.

The Director of Research and Professional Development is responsible for fostering research and scholarly and creative activities, as well as obtaining extramural support for these activities. In this capacity, the Director serves to insure that University guidelines with regard to eligibility for project directorship, protection of human subjects, and other responsibilities associated with faculty research are maintained and that all University policies regarding overload, cost sharing, and personnel are followed.

The Director of Academic Services reports to the Vice President for Academic Affairs and is responsible for the development, publication, and analysis of the *Class Schedule*; creation and supervision of the Academic Planning Data Base; monitoring faculty workload; supervision of the Course History File; assignment of instructional space; and other matters assigned by the Vice President for Academic Affairs.

The Director of the Audio Visual/ITV Center reports directly to the Vice President for Academic Affairs and is responsible for planning, organizing, and supervising the Audio Visual/ITV Center.

School Deans. The dean of each school has authority and responsibility for conducting the full range of instruction, personnel, and budgetary work associated with the academic departments under his/her jurisdiction.

In matters of curriculum, the dean is responsible for the quality and development of academic programs within the school and has final review authority within the school for all curricular changes before their submission to the Vice President for Academic Affairs. In matters pertaining to personnel, the dean is responsible for recommendations regarding hiring, retention, tenure, and promotion of the tenure-track faculty and appointment of temporary faculty.

In all budgetary matters covering school offices, departments, and other administrative units within the school, the dean assesses needs, makes allocations, and evaluates effectiveness of operations under his/her jurisdiction. Authority to transfer budget funds rests with the dean.

Department Chairs. Each of the academic departments of the University is administered by a chair who has been appointed by the Vice President for Academic Affairs after consultation with the faculty of the department and the appropriate school dean and with the concurrence of the President.

- 2.3 **STUDENT AFFAIRS.** The Vice President for Student Affairs is responsible to the President for administration of a comprehensive student personnel program. The first Vice President for Student Affairs will be appointed during the 1989-90 academic year. At that time, the units reporting to this individual will be designated. The units presently reporting to the Associate Vice President for Student Affairs will remain in the Student Affairs Area. These are Advising Center Services, Career Services, Disabled Student Services, Educational Opportunity Services, Student Activities, Student Affirmative Action, Student Health Services, and Special Services which includes International Student Services, the Veteran's Affairs Program, Student Discipline, and the Sexual Harassment Awareness Program.
- 2.4 **ADMINISTRATIVE AND BUSINESS SERVICES.** The Vice President for Administration has responsibility to the President for the management of administrative services and fiscal affairs of the University. In the area of administration, the Vice President is responsible for Public Safety, Physical Planning, Plant Operations, Residence Halls and Dining, Personnel, Special Event and Conference Coordination,

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Planning and Analytic Studies, and Purchasing. Fiscal responsibilities include Budget, Financial Aid, Accounting, and Auxiliary Organizations oversight.

- 2.5 **EXTERNAL AFFAIRS.** The Director of External Affairs is responsible to the President for governmental affairs and bringing the external community close to the academic world of San Francisco State University. The Director is responsible for the development and review of policies related to local, state, and federal educational issues. The Director is also involved with planning initiatives relating to California's Master Plan for Higher Education.
- 2.6 **UNIVERSITY DEVELOPMENT.** The Director of Development reports directly to the President and is responsible for fund raising, charitable giving programs, and alumnae programs.
- 2.7 **PUBLIC RELATIONS.** The Director of Public Relations is responsible to the President for community and media relations. The Office of Public Affairs sponsors the News Bureau, the Speakers Bureau, the Honors Convocation, and Commencement. The Office of Public Affairs also publishes *Campusmemo* and *Inside San Francisco State University*.
- 2.8 **COMPUTING AND COMMUNICATIONS SERVICES.** The Director of Computing and Communications Services is responsible to the President for the development and implementation of the university information systems, and for the coordination and delivery of instructional and administrative computing. The Director is responsible for the overall Campus Information Resource Plan (CIRP), and implementation of the plan in accordance with objectives set forth by the University Computing Policy Council (UCPC). The Director is advised on academic computing by the Instructional Computing Advisory Committee (ICAC) and on administrative computing by the Administrative Computing Advisory Committee (ACAC).

The Associate Director for Academic Computing serves as a liaison between the faculty and Computing and Communications Services in operational matters concerning the use of computers in classroom instruction and research.
- 2.9 **ACCREDITATION.** The University is accredited by the Western Association of Schools and Colleges. Its various specialized programs are accredited by the Accreditation Board for Engineering and Technology, Accrediting Council on Education in Journalism and Mass Communications, the American Assembly of Collegiate Schools of Business, the American Chemical Society, the American Dietetic Association, the American Home Economics Association, the American Association of Colleges of Nursing, the California Association of Colleges of Nursing, National Accrediting Agency for Clinical Laboratory Sciences, National Association of Schools of Art, the National Association of Schools of Music, the National Association of Schools of Theatre, the National Council for Accreditation of Teacher Education, the National League for Nursing, the Council on Accreditation of Counselor Education and Related Education Programs, the Council on Rehabilitation Education, the American Boards of Examiners in Speech Pathology and Audiology of the American Speech and Hearing Association, and the Council on Social Work Education.
- 2.10 **MEMBERSHIPS** The University holds membership in the American Association of State Colleges and Universities, the American Association of University Administrators, the American Council on Education, the Association of Urban Universities, the California Campus Compact, the Council for Advancement and Support of Education, and the San Francisco Consortium.

FACULTY EMPLOYMENT POLICIES AND PROCEDURES

- 1.0 **GENERAL.** Faculty employment is governed by University regulations as set forth in this *Faculty Manual*; the *Agreement between the Board of Trustees of the California State University (CSU) and the California Faculty Association (CFA): Unit 3—Faculty* (hereinafter known as the Agreement); systemwide regulations which implement resolutions of the Trustees; *Title 5 of the California Code of Regulations*; Executive Orders and policy directives issued by the Chancellor or his/her designee; the laws governing the CSU in the *California Education Code*; and other pertinent statutes and regulations.

In case of error or possible misinterpretation, it should be understood that the Agreement, pertinent government codes and statutes, Trustee and Chancellor policy, and officially approved University policy are controlling. The Agreement is used as an inclusive term, incorporating by reference all amendments ratified by CFA and CSU subsequent to the original Agreement.

Unless otherwise stated, faculty is defined to mean faculty unit employee(s). In this manual, the term dean includes the eight school deans and the Director of the Library.

2.0 EMPLOYMENT

- 2.1 **APPOINTMENTS.** Article 12 of the Agreement governs appointment. Appointments to the faculty are tendered by the chief administrative officer of a unit (dean) under authority delegated by the President. Recommendations for appointments originate with the department. Such recommendations must be approved by the President's designee within the central administration, who authorizes the employment offer by the chief administrative officer of a unit.

Appointment to the University's faculty is normally offered on either probationary or temporary status. In exceptional circumstances, a faculty member may be appointed with tenure. Probationary faculty are those persons appointed to one of the traditional ranks of instructor, assistant professor, associate professor or professor. Probationary status is service rendered toward qualifying for tenure. Reappointments of probationary faculty are made for one year at a time until tenure is granted. Decisions relative to appointment are made in accordance with the conditions and processes for hiring, retention, and tenure. See Chapter Two, Sections 4 and 6. Temporary faculty are those persons appointed to the rank of lecturer. See Chapter Two, Section 3 for the terms and conditions of employment of temporary faculty.

- 2.2 **OATH OF ALLEGIANCE.** It is required that all new employees who are citizens of the United States, regardless of expected duration of employment, sign the Oath of Allegiance prior to assuming the duties of their position or receiving salaries, wages, or benefits to which they would be entitled as State employees. Aliens are not required to subscribe to Part 1 of the Oath of Allegiance until such time as they become citizens. However, they are required to complete the Declaration of Permission to Work section, Part 2 of the Oath.

A new oath is not required for subsequent appointments provided the faculty member has not been separated. If the faculty member has been separated and is reappointed, a new oath must be signed. An oath must also be signed upon appointment to employment at San Francisco State University even if a previously signed oath is on file as a result of appointment by another state agency or campus.

No alteration of the subscribed oath is permitted. Any alteration to the wording invalidates the oath. Because certain religious beliefs prohibit the bearing of arms, some persons believe they cannot sign the oath. However, the matter of bearing arms is not pertinent to the Government Code Sections on which the oath is based. In these instances, it is permissible for persons who have properly filled out the actual oath to

Faculty Employment Policies and Procedures

attach a statement to include their signature stating that their religious beliefs prohibit the bearing of arms (reference Personnel Policy No. 15).

- 2.3 **IMMIGRATION REFORM AND CONTROL ACT (IRCA) OF 1986.** All new employees must verify employment eligibility and identity with the IRCA Coordinator in their school office by completing INS form I-9.

Non-citizens who are permanent residents or possess a valid J-1 visa (exchange visitor permit) are eligible for employment. Fully matriculated graduate students who possess a valid F-1 visa may be eligible for part-time employment only. It is the individual's responsibility to maintain a visa status which allows employment.

- 2.4 **CLEARANCE PROCEDURES.** The faculty member should obtain clearance instructions from either his/her school office or the Payroll Office. Faculty members must turn in items such as keys, audio-visual equipment, library books, and their photo identification cards, and be cleared by the Payroll and Accounting Offices.

Each faculty member must complete the employee clearance procedures prior to the last day of work. Final salary warrants cannot be released until clearance procedures have been completed.

- 3.0 **EMPLOYMENT OF TEMPORARY FACULTY.** The following policy was approved by the Academic Senate on May 9, 1989 and by the President on July 11, 1989. (S89-160)

Departments shall give all temporary faculty copies of the *Manual for Temporary Faculty*. In addition, departments shall make available in the department office a copy of the *Faculty Manual* and the Agreement for the information of its lecturers. For questions about conditions of employment which are not answered in these resources, lecturers should contact the Office of Faculty Affairs for information on employment rights and responsibilities, and Personnel Services for information on benefits and retirement.

- 3.1 **RECRUITMENT.** To meet the requirements of the Agreement and the University's affirmative action and equal opportunity policy, every department will publish and disseminate announcements about the availability of lecturer appointments on campus in department and school offices, and to appropriate media, higher education institutions, and professional organizations throughout the Bay Area region at a minimum of once a year. Copies of announcements and lists of locations where the announcements were sent must be forwarded by each department to the Affirmative Action Coordinator annually in order to comply with the University's Affirmative Action Policy.

All prospective or previous employees who inquire about temporary faculty employment, whether by their own initiative or in response to a University announcement, shall be invited to fill out an application for temporary teaching appointment. This application form, which the applicant must sign, indicates an understanding that the application is for one or more periods of employment in the status of a temporary employee and that employment in such status will establish no preferential basis for consideration for subsequent appointment. The completed applications will remain in the department's applicant pool for three years.

All currently appointed lecturers who apply in writing for subsequent appointment are to be considered members of the applicant pool. The applicant pool must be reviewed for selection of the best qualified candidate for every temporary vacancy. In every case of lecturer appointment recommendations, departments should be prepared to demonstrate that the applicant pool was reviewed and the best qualified candidate was recommended.

- 3.2 **APPOINTMENT.** Temporary faculty are designated as lecturers. The title is assigned to all such appointments regardless of salary level.

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Appointments may be for a semester, an academic year, or more than one year. Any lecturer may request an appointment of more than one year's duration. The duration of the appointment is specified in the appointment letter; all temporary appointments expire at the end of the period specified.

Following two semesters of consecutive employment within an academic year, a part-time temporary employee offered appointment to a similar assignment in the same department(s) shall receive a one-year appointment. However, this appointment may be on a conditional basis as described in the succeeding paragraph.

An offer of employment as a part-time lecturer is contingent on enrollment and budget considerations sufficient to justify the prospective employment as determined by the dean of the school. Changes in enrollment and budget considerations may necessitate reduction in the time base indicated or withdrawal of the employment offer. Such adjustments must be made prior to the third class meeting.

Full-time lecturers shall not be appointed on a conditional basis and their time base cannot be decreased during the appointment period.

The minimum time base for lecturer appointments is .07 or the equivalent of one weighted teaching unit.

The Office of Faculty Affairs will not process lecturer appointments for individuals with less than a master's degree if either of the following are true:

- the individual is a matriculated undergraduate student at San Francisco State University; or
- the "Application for Temporary Employment" or an attached vita does not clearly show that the experience of the individual justifies the appointment.

The Office of Faculty Affairs process lecturer appointments for graduate students if they are teaching entry level courses or labs in the department, and have a teaching assignment which produces student credit hours (WTU's).

Conditions for appointment are printed on the reverse side of the lecturer appointment letter, and are found in the *Faculty Manual* and the Agreement. Any commitments made by any member of the faculty or administration beyond the terms stated within the lecturer appointment letter are of no validity or effect. Recommendations for subsequent appointment or continuance of service may be made only through appropriate faculty/administrative channels.

Should a lecturer later be hired in a tenure-track position, he or she may be granted at the time of initial tenure-track appointment up to two years service credit toward probation. Credit for probation may be based on previous service at a post-secondary education institution, previous full-time CSU employment, or comparable experience. See Chapter Two, Section 6.1.

- 3.3 **SUBSEQUENT APPOINTMENT OF LECTURERS.** Lecturers who are currently employed and who wish a subsequent appointment shall complete the "Application for Subsequent Temporary Faculty Appointment" and submit it to the department chair. These applications are available in all department offices.

In completing this application, lecturers may seek access to their Personnel Action File for information about their past appointment(s). The official Personnel Action File is maintained in the Faculty Records Office, ADM 447. Lecturers are encouraged to examine their personnel files. Lecturers are free to attach additional information to their application if they wish. See Chapter Four, Section 1.5.

Each lecturer appointment or subsequent appointment is a separate personnel action. Even if an individual is appointed for contiguous semesters, the appointments are not to be interpreted as "continuous service."

- 3.4 **CAREFUL CONSIDERATION.** Departments are responsible for ensuring that all applications for subsequent appointment are given careful consideration. For lecturers seeking subsequent appointment, de-

Faculty Employment Policies and Procedures

partments will examine lecturers' written applications (including any supporting documents) and their periodic evaluations. (See, Section 3.7 for policy and procedures for the periodic evaluation of temporary faculty.) This careful consideration shall be made by a department review committee, the department chair, or both.

- 3.5 **EMPLOYMENT PROCESSING.** Department chairs are responsible for keeping lecturers informed as to the status of their "Applications for Subsequent Temporary Faculty Employment". Department chairs shall forward the department's recommendation regarding all lecturer appointments and subsequent appointments to the dean. Deans shall forward their recommendations for appointment and subsequent appointment to the Associate Vice President for Faculty Affairs. Copies of all "Applications for Subsequent Temporary Faculty Appointments" and periodic evaluations shall be forwarded to Faculty Records for inclusion in the Personnel Action File. Notification to lecturers regarding an offer of initial or subsequent appointment shall occur after approval of the appointment in the Office of Faculty Affairs and using the "Temporary Faculty (Lecturer) Appointment Letter". Deans and department chairs are encouraged to expedite the processing of temporary faculty appointments and subsequent appointments.

A lecturer appointment is effective only after approval by the Associate Vice President for Faculty Affairs, and no commitment can be made until then. Department chairs and members of hiring committees should be careful in their communications with lecturers not to raise expectations on the part of a prospective lecturer of employment beyond the immediate appointment period. Any such promises or commitments made by chairs or departmental committees are not binding on the University.

- 3.6 **TEMPORARY FACULTY COMPENSATION.** Lecturer appointments may be made at any step of the current faculty salary scale. Appointment of graduate students as lecturers should be only at steps one through five. The current faculty salary scale is available in school and department offices.

Lecturers subsequently appointed to a similar assignment in the same department(s) cannot be appointed at a lower step than their previous appointment. Any subsequent appointment of a lecturer at a higher step will require approval by the Associate Vice President for Faculty Affairs.

Upon completion of twenty-four academic units in the same department or equivalent unit, lecturers may request consideration for appointment at a higher step for the following semester. Such a request shall be made in writing to the department chair, preferably on the "Application for Subsequent Appointment".

The department shall forward its recommendation regarding a step increase to the dean. The dean shall forward the appropriate documents to the Office of Faculty Affairs for processing. The dean shall notify the faculty member as to whether the request was approved or denied. Normally, such notification will occur at the time of subsequent appointment.

Recommendations for step increases normally will be made only for those returning lecturers who have taught the equivalent of twenty-four academic units. Requests for higher step must be accompanied by an evaluation of teaching effectiveness and overall quality of service. Recommendations for appointment at a higher step in advance of the time schedule listed above require justification such as completion of a degree or resolution of salary equity problems within a department. Similarly, requests for increases of more than one step will be approved only in unusual circumstances.

See Chapter Four, Section 2, for information about benefits for temporary faculty.

- 3.7 **PERIODIC EVALUATION OF TEMPORARY FACULTY.** The *Agreement Between the Board of Trustees of the California State University and the California Faculty Association, 1987-91* (Article 15) mandates the periodic evaluation of temporary faculty unit employees.

Purpose. The purpose of the periodic evaluation of lecturers is to assess their teaching performance or other assignment in the department(s) in which they are appointed in order to make informed decisions

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regarding reappointment. Information from periodic evaluations may also be used in recommendations for salary increases and for improving teaching performance.

Eligibility. All full- and part-time lecturers appointed two or more semesters, regardless of a break in service, will be evaluated according to this policy and procedure. The evaluation of lecturers appointed for one semester and not subsequently reappointed is at the discretion of the department.

Lecturers who are not instructors of record for a course are not covered by this policy.

Criteria. The primary criterion is teaching effectiveness. Other criteria include currency in the field and proper discharge of other departmental assignments.

Frequency. Full- and part-time lecturers will be evaluated annually.

Procedures. Written student evaluations of teaching effectiveness are required in a minimum of two classes annually. Where applicable, departments may use other data pertinent to teaching to evaluate teaching effectiveness. Where lecturers have departmental assignments in addition to teaching as part of their workloads, these assignments should be included in the evaluation.

Procedures for written student questionnaire evaluations are detailed in Article 15.14 of the Agreement, as follows:

"Student evaluation shall be conducted in classes representative of the faculty unit employee's teaching assignment. The results of these evaluations shall be placed in the faculty unit employee's Personnel Action File. Unless consultation with an academic unit has resulted in an agreement by the administration and faculty to evaluate all classes, the classes to be evaluated shall be jointly determined in consultation between the faculty unit employee being evaluated and his/her department chair. In the event of disagreement, each party shall select 50% of the total courses to be evaluated."

Evaluation of teaching performance by departmental review committee is required for full-time lecturers and optional for part-time lecturers. Department review committees, if any, shall be constituted according to Article 15 of the Agreement. When departments or equivalent units decide not to conduct a committee review of part-time lecturers, the department chair shall perform the steps in the procedure outlined below. Review of the department evaluation by the dean is required for both full- and part-time lecturers. All full- and part-time lecturers eligible for periodic evaluation will be informed at the time of appointment of the departmental procedures, criteria and time frames. Lecturers may submit indexed supplementary materials as part of the evaluation. Departments may solicit input from faculty and students about full- and part-time lecturers being evaluated.

At the conclusion of its deliberations, the department review committee, if any, and the department chair will complete the "Temporary Faculty Evaluation Form". Where the chair disagrees with the committee, he/she will state his/her reasons on the form with continuing pages, if necessary. The department chair will give the lecturer a copy of the "Temporary Faculty Evaluation Form" and any attachments. The form and summaries of student evaluations of teaching effectiveness in a minimum of two classes annually will be forwarded to the dean for review and then to the Faculty Records Office for placement in the Personnel Action File. Any rebuttal or statement the lecturer wishes to make shall accompany the evaluation materials and be placed in the official Personnel Action File.

Normally, when the outcome of the evaluation process is a recommendation for a subsequent appointment, the "Faculty Appointment Transaction Form" will accompany the evaluation documents.

Academic Senate policy S89-160 continues at Chapter Four, Section 1.2

- 3.8 **VOLUNTEER FACULTY.** The University is privileged to have the services of a large number of persons in various segments of the professional community of the city and the University. Such services include

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supervision of interns, laboratory direction, teaching of a class or scheduled lectures, and other types of experience which enhance the educational program of the University. Included in the volunteer faculty category are individuals who have responsibility for teaching any University course regardless of their other positions, including San Francisco State University Foundation direct hires and San Francisco State University staff members.

Persons employed as volunteers are members of the faculty. As such, they are appointed for one semester or longer with no salary. A signed volunteer statement is necessary for each appointment. The appointment of volunteer faculty ends automatically at the end of the appointment period. Volunteer service for the following semester or academic year is considered to be a subsequent appointment. Therefore, appointment documents need to be processed for each appointment period for volunteers. The Associate Vice President for Faculty Affairs will approve the appointment of a volunteer if the candidate's qualifications are such as to meet the criteria usually accepted as the basis for appointment of regular faculty.

As volunteer faculty, there exists an employer-employee relationship which allows such faculty members to participate in the following benefits:

- State Worker's Compensation Insurance;
- Use of state cars and/or travel expense allocations when approved and available;
- Use of laboratory and research facilities when applicable and available;
- Use of library and audio-visual services;
- Assignment of office space, purchase of parking privileges, etc., when available and required by their services;
- Such additional services as may, from time to time, be made available to faculty.

At the request of the appropriate school dean, volunteer faculty will be listed in a special section of the *University Bulletin*.

- 4.0 **HIRING POLICY FOR TENURE-TRACK FACULTY.** The following policy was approved by the Academic Senate on December 13, 1988 and by the President on May 9, 1989. (F88-158)

San Francisco State University does not recognize terminal degrees from unaccredited institutions. Appointment to tenure-track status shall be based upon possession of terminal degrees completed at accredited institutions only or, in exceptional cases, upon approved doctoral equivalency. See Chapter Two, Section 5, Educational Qualifications for Tenure-Track Hire.

- 4.1 **HIRING COMMITTEES.** Hiring committees shall be elected by secret ballot of probationary and tenured faculty in the department from among the tenured full-time faculty. Departments shall have hiring committees which consist of at least three members. When there are too few eligible faculty to serve on the hiring committee within the department, the department shall elect members from among the tenured full-time faculty in related disciplines. The department chair may serve on the hiring committee in addition to the elected members. Only in the event the department chair does not sit on the hiring committee, will she or he write a separate recommendation. If the department, after consultation with the dean and Vice President for Academic Affairs or designee, desires, it may elect additional members from the qualified faculty at large to enhance hiring of women, minority group members, and disabled individuals.

When in the judgment of the department faculty concerned it is desirable to combine hiring, retention, tenure, and promotions functions in a single committee (H RTP) or to separate committees, this may be done provided both the conditions of this policy and of the University retention, tenure, and promotion policies are met.

- 4.2 **POLICY FOR RECRUITING AND HIRING TENURE-TRACK FACULTY.** All tenure-track positions are allocated by the Vice President for Academic Affairs. Recruitment for any tenure-track position may begin only after the Vice President for Academic Affairs has acted upon the dean's recommendation and

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allocated a position and after the Faculty Affairs and Affirmative Action Offices have approved the announcement and recruiting plan for the position.

It is the responsibility of departmental hiring committees, with appropriate consultation, to develop the required and preferred qualifications, criteria for screening, and position descriptions for each allocated tenure-track position. The criteria should be clearly stated and related to the position; and the announcement written so as to encourage applications from women, minority group members, and disabled individuals. (Federal Executive Order 11246 as amended defines minority group members as: Blacks, Hispanics, Native Americans, and Asian Americans.)

The notice of the tenure-track position vacancy must be disseminated nationally and regionally, and posted in the department and other appropriate on-campus locations. To meet affirmative action requirements, the department must actively seek to recruit a representative number of women, minority group members, and disabled individuals and be able to demonstrate that it has done so. The position must be open for a minimum of forty-five calendar days beginning with the date the advertisement is first published or disseminated. Exemption from the forty-five-day requirement may be granted only by the Associate Vice President for Faculty Affairs.

All applicants, whether on or off-campus, must be subjected to the same requirements and treated equally in all phases of the screening process.

The department shall maintain adequate recruitment records so that a rejected applicant, upon request, may be given the reasons for non-selection. All applications and supporting material must be kept in the department for at least two years from the time of hire. These pre-employment files must be maintained separately from the personnel files of employed faculty.

Failure to recruit in accordance with University policy and procedures may cause the search to be extended or the recommended appointment to be disapproved by the Vice President for Academic Affairs or designee.

No offer of employment is official and binding upon the University except for the written offer prepared by the Office of Faculty Affairs and signed by the appropriate school dean.

4.3 PROCEDURES FOR RECRUITING AND HIRING TENURE-TRACK FACULTY.

Position Requests. Departments will submit written requests for new tenure-track position(s) to the Vice President for Academic Affairs via the school dean. The dean may make a request for a tenure-track position at any time. However, these requests will normally be made at the beginning of the academic year and no later than the deadline established annually by the Vice President for Academic Affairs for considering tenure-track position requests. The Vice President for Academic Affairs will notify the school as soon as possible after this deadline of his/her decision, to allow adequate time for a full and thorough national search.

Prepare a Position Announcement and Recruitment Plan. The position announcement shall be consistent with the Vice President for Academic Affairs position allocation. The announcement should be sufficiently detailed to provide applicants with essential information and departments with a document from which to develop screening criteria.

The position vacancy announcement will include:

- Position title
- Position description
- Required and preferred qualifications
- Salary range
- Date position is to be filled
- Application deadline

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Application procedure (to whom to apply, documents required)

Information about the department and University (optional)

Statement that SFSU is an "Affirmative Action/Equal Opportunity Employer" on the bottom margin.

Departments will submit copies of position announcements and recruitment plans through the dean to the Associate Vice President for Faculty Affairs and the Affirmative Action Coordinator. Recruitment may begin only after both offices have approved the announcement and recruitment plans and notified the school and department.

Advertise Position. Departments and schools are responsible for recruitment. Tenure-track position vacancies must be advertised nationally and regionally in appropriate media for the discipline, and must be posted in relevant department and school offices for a minimum of forty-five calendar days prior to closing the search. The recruitment effort should include at a minimum: a mailing to colleges and universities, and other institutions or organizations appropriate to the discipline; announcements in newsletters or journals; and a mailing to organizations and individuals that can refer qualified women, minority group members, and disabled individuals. Specialized mailing lists and/or media information may be obtained from the Affirmative Action Office.

Acknowledge Applications. Departments must send all applicants an acknowledgement of their application which also requests additional information if needed, and includes the "Sex and Ethnic Identification and Referral Information Form AAO-11/88" and a return envelope self-addressed to the Office of Planning and Analytic Studies. The bottom portion of this form must be forwarded to the Affirmative Action Office as the top portion is sent to the applicant.

Screen Applicants. Applicants shall not be either excluded or included solely because of their geographical proximity to San Francisco State University.

Departments shall notify applicants of the status of their candidacy as the screening process proceeds. Applicants who do not meet the minimum qualifications or who are otherwise rejected in the first screening should be notified in writing at the conclusion of this screening. At subsequent points in the search at which the department is no longer interested in a candidate, the candidate shall be notified. After the pool of semi-finalists (group from which finalists will be selected for interviewing) has been agreed upon, the department shall submit to the Affirmative Action Office a list of the semifinalists, along with the selection criteria for the position. Any candidate whose candidacy remains viable shall not be notified until a final offer has been made and accepted.

Check References. Hiring committees are responsible for checking references of top candidates prior to on-campus interviews. Before obtaining information from references or any other sources, the committee shall contact the candidates and obtain their permission. Members of departmental hiring committees who are contacting references are responsible for insuring that the questions asked and information obtained relate to the position, are nondiscriminatory (e.g. comply with San Francisco State University's Affirmative Action/Equal Opportunity policy), and are summarized in writing as part of the applicant's file.

Request Recruitment Funds. The department shall request recruitment funds from the school dean for travel expenses to bring candidates to the campus.

Interview Finalists. Only the top candidates for a tenure-track position should be interviewed. Departments shall consult with deans regarding finalists to be interviewed prior to interviews being conducted. The interview process shall be consistent for all candidates.

Recommend Candidates. When the department hiring committee and department chair (when not a member of the committee) agree on the recommended candidate(s), they shall forward their joint recommendation to the dean. If the dean concurs with the recommendation, he/she shall forward the recommended appointment(s) to the Associate Vice President for Faculty Affairs along with supporting documentation. Supporting documents consist of the vita, the hiring committee report including "Recruitment

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Process Report Form #89-003*, and Faculty Appointment Transaction Form #110*. Simultaneously, the completed Recruitment Process Report Form #89-003* shall be submitted to the Affirmative Action Office.

After the Vice President for Academic Affairs or designee has reviewed and approved the recommended appointment, an official and binding offer letter is prepared in the Office of Faculty Affairs for the dean's signature. Any commitments made to prospective faculty beyond the terms stated in this letter are not binding upon the University.

See Chapter Two, Section 6.1, Policy and Procedure for Requesting Credit Towards Tenure.

- 4.4 **PROCEDURES IN THE EVENT OF DISAGREEMENT OVER HIRING RECOMMENDATIONS.** In the event of disagreement within the hiring committee or between the hiring committee and the department chair, the chair and the hiring committee shall meet to attempt to resolve the disagreement prior to forwarding the departmental recommendation to the dean. If the disagreement cannot be resolved, separate recommendations shall be forwarded to the dean. If the dean disagrees with the departmental recommendation, he/she shall meet with the department hiring committee and chair to explain the basis for his/her disagreement. If differences in recommendation(s) cannot be settled at the school level, the matter may be forwarded to the Vice President for Academic Affairs at the request of the department or dean. In the event the Vice President for Academic Affairs disagrees with the hiring recommendation, he/she shall meet with the dean, the department chair, and the hiring committee to explain the basis for the disagreement and attempt resolution. In instances where agreement is not reached among the Vice President for Academic Affairs, the dean, and the department, the hiring decision will be sent back to the department and new candidates will be sought.

End of Academic Senate policy F88-158

- 5.0 **EDUCATIONAL QUALIFICATIONS FOR TENURE-TRACK HIRE.** The following policy was approved by the Academic Senate on February 28, 1989, and by the President on March 13, 1989. (S89-159)

Educational qualifications for tenure-track hires will be specified in position announcements.

It is the University's policy to require the doctoral degree from an accredited institution for candidates for tenure-track positions in all fields where the doctoral degree is the terminal degree. In interdisciplinary fields, the doctoral degree requirement may be met by possession of a doctorate in a related field or in an interdisciplinary subject.

In the event an individual is appointed to tenure-track status without completing the doctoral degree, the letter of appointment shall clearly stipulate the date by which the doctoral degree must be completed.

In fields where the master's or some other degree is considered to be the terminal degree for that field (e.g., the Master of Fine Arts for studio and performing artists or the Master of Library Science for librarians) the appropriate degree will satisfy the educational qualification for tenure-track appointment. Decisions regarding whether or not a specialized degree is the terminal degree for a particular field shall be based upon documented national or international standards, e.g., those set by professional associations or accrediting agencies.

The final decision in cases of disagreement over what constitutes the appropriate terminal degree for appointment to tenure-track status shall be made by the Vice President for Academic Affairs.

Exceptional individuals may be hired on tenure-track status who do not possess the doctoral or appropriate terminal degree. Recommendations to hire individuals who do not possess the doctorate or appropriate terminal degree must be accompanied by documentation of the combination of formal training and scholarly work which provides clear evidence of scholarly or creative attainments equivalent to the level of a doctoral or appropriate terminal degree.

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Each recommendation to hire an individual on tenure-track status shall include a review of the educational qualifications of the proposed candidate by the departmental hiring committee, the department chair and the dean based upon evidence presented by the candidate. Final decisions regarding offers of tenure-track appointment are made by the Vice President for Academic Affairs or designee.

In those rare cases where the individual does not possess the requisite terminal degree, the documentation of formal training and scholarly or creative work shall accompany the tenure-track appointment recommendation. The individual's resume, and accompanying external evaluations of scholarly or creative achievements, must be convincing to all levels of review.

San Francisco State University does not recognize doctoral or other terminal degrees from unaccredited institutions. Appointments to tenure-track status shall be based upon possession of terminal degrees from accredited institutions only.

End of Academic Senate policy S89-159

6.0 **RETENTION AND TENURE POLICY AND PROCEDURES.** The following policy was approved by the Academic Senate on May 17, 1988, and by the President on August 12, 1988. (S88-155)

6.1 **POLICY AND PROCEDURES FOR GRANTING OF CREDIT TOWARDS TENURE**

Coverage. This policy is in compliance with Article 13.4 of the Agreement.

Policy. Credit towards probation may be granted based upon previous service as a faculty member at another college or university, previous full-time CSU employment, or comparable experience.

The maximum credit allowable is two (2) years.

The awarding of service credit for probation will be approved by the department retention and tenure committee, the department chair, the dean, and the Associate Vice President for Faculty Affairs. Normally, this will occur at the time of tenure-track hire. The approved amount of service credit will be incorporated into the official offer of employment letter prepared in the Office of Faculty Affairs.

Criteria for the award of service credit towards probation:

- a. For service as a lecturer at San Francisco State University: Written documentation of the evaluation of the faculty member which is equivalent to that required for probationary service, and which covers the year(s) for which credit is being requested.
- b. For service elsewhere: Statement from the appropriate administrator at that institution that the prospective faculty member had been subject to evaluation during the year(s) for which service credit is being requested and that the results of the evaluation demonstrated the individual was performing competently, or written documentation of the performance of the faculty member which is equivalent to that required for probationary service and which covers the years for which credit is being requested.
- c. All requests for service credit towards probation should include evidence of teaching effectiveness and scholarly accomplishments related to the discipline for which the individual is being hired; normally, this evidence will be post-doctoral.

Procedures. All requests for service credit towards probation must accompany the recommendation for appointment of a new tenure-track faculty member from the department to the dean, and subsequently, to the Associate Vice President for Faculty Affairs. Documentation supporting the request for credit should accompany the appointment documents (see Policy).

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If the request for service credit is approved, the official letter offering employment at San Francisco State University will state the agreed upon probationary period.

Upon acceptance of the offer of employment, the tenure eligibility year will be adjusted in the Faculty Records office by the data entry supervisor.

The letter of acknowledgement from the dean to the new faculty member will constitute notification of the revised probationary period to the faculty member, department, school, and the official Personnel Action File.

In the initial year of employment on tenure-track status, the probationary faculty member will be evaluated for retention according to the time frames and procedures for the first, second, or third year of probation depending upon the amount of service credit awarded.

- 6.2 **RETENTION AND TENURE COMMITTEE MEMBERSHIP.** Retention and tenure committees shall be elected by secret ballot by probationary and tenured faculty in the department from among the tenured full-time faculty.

Faculty being considered for promotion are ineligible to serve on tenure committees. Faculty on the Early Retirement Program are ineligible to serve on retention and tenure committees.

Faculty on leave are eligible to serve only if they are willing to serve throughout an academic year.

Retention and Tenure Committee Structure. Departments shall have committees which consist of at least three members. Retention and tenure committee members shall serve a three-year term of office and may be elected for subsequent terms. Provision shall be made to ensure continuity of membership so that in any year there will be carryover of at least one person on a three-member committee and at least two persons on a five-or-more-member committee. In the event a committee member cannot fulfill the term of office, a substitute shall be selected through the standard election procedures to fill out the remainder of the unfilled term.

When there are too few eligible faculty to serve on the retention and tenure committee within the department, the department shall elect members from among the tenured full-time faculty in related academic disciplines.

Faculty holding joint appointments shall be reviewed by tenured faculty from each department in which the individual holds an appointment. The review may be conducted by each department separately or by one committee with representation from each department.

The department chair is ineligible to serve as a member of the retention and tenure committee, or to participate in committee deliberations. He/she shall make a separate and independent recommendation on each retention or tenure case under consideration.

- 6.3 **GENERAL PRINCIPLES FOR RETENTION AND TENURE PROCEDURES.** These retention and tenure principles and procedures apply to all probationary faculty unit employees who are referred to as "faculty members."

All probationary faculty shall be evaluated according to the criteria and procedures contained in this University policy and the Agreement. Each year, prior to commencement of the annual evaluation, probationary faculty shall be informed in writing of any special procedures developed by retention and tenure committees for use in retention and tenure consideration. Special procedures, if any, developed by departments shall also be reviewed annually by each school dean and the Associate Vice President for Faculty Affairs to ensure that they are consistent with University policy and the Agreement. Departmental policies and the roster of the current year's retention and tenure committees shall be forwarded to the Associate Vice President for Faculty Affairs and the school dean according to the deadline on the Executive Calendar.

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All deliberations regarding retention and tenure are confidential.

Recommendations regarding retention and tenure are confidential except that the affected faculty member, retention and tenure committee, department chair, and appropriate administrators shall have access to the written reviews and recommendations for all levels of review.

The faculty member being reviewed is responsible for the preparation and submission of all materials he/she wishes to have considered by the deadline established by the retention and tenure committee. An index of all materials submitted shall be prepared by the faculty member and submitted with the materials. Materials for evaluation submitted by the faculty member are returned to the faculty member at the conclusion of the evaluation and are deemed incorporated into the Personnel Action File by reference to the index.

Retention and tenure committees, department chairs, and administrators are responsible for identifying materials related to the evaluation not provided by the faculty member and for placing these materials in the Working Personnel Action File prior to the date the file is closed. It is the obligation of every person involved in the evaluation process to make a diligent effort to obtain factual evidence, to verify the accuracy of data offered, and insofar as possible, to make a personal investigation and evaluation of the performance of the faculty under consideration. Class visitation, evaluation of publications or other creative works, gathering of relevant opinion data (including student and colleague opinions) are all parts of the data base from which evaluation should proceed.

The working portion of the Personnel Action File shall be defined as that portion of the Personnel Action File specifically generated for use in an evaluation cycle. It contains the faculty member's materials and index, student evaluations of teaching effectiveness, and all other information provided by faculty, students, academic administrators, and others who must be identified by name. The Working Personnel Action File also contains all faculty and administrative level evaluations and recommendations made during the current cycle and all rebuttal statements. Reviews and recommendations for the purpose of decisions relating to retention and tenure shall be based solely on material contained in the Working Personnel Action File. Copies of all materials placed in the Working Personnel Action File shall be made available to the faculty member.

The Working Personnel Action File shall be considered complete with respect to documentation of performance for the current cycle of review on the same day that the department retention and tenure committee signs its report and gives a copy to the faculty member. After this date, the insertion of new material into the Working Personnel Action File shall be limited to those items which became accessible only after this deadline and which have been approved for inclusion by the appropriate School Leave with Pay Committee. Any material inserted after the deadline shall be returned to all earlier levels of review for evaluation and comment beginning with the retention and tenure committee before consideration at subsequent levels of review.

A request for an external review of the Working Personnel Action File may be initiated at any level of review by any party to the review. External review is defined as off-campus impartial evaluation of materials in the Working Personnel Action File. An external review may be initiated in the event of an unresolvable conflict or other special circumstances regarding the assessment of materials in the file. A request for external review shall document both the nature of the unresolvable conflict or other special circumstances and the nature of the materials needing the evaluation of an external reviewer. The request must be approved by the President or designee with the concurrence of the candidate.

In the event the President or Vice President for Academic Affairs makes a decision regarding tenure or retention for reasons other than the professional qualifications, work performance, or personal attributes of the faculty member as documented in the Working Personnel Action File, then these written reasons must be given to the faculty member and placed in the Personnel Action File.

6.4 OPERATION, FORWARDING, AND REVIEW PROCEDURES FOR RETENTION AND TENURE RECOMMENDATIONS. The retention and tenure committee shall specify evaluation criteria and pro-

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cedures, and the deadline for submission of the faculty member's materials, prior to the beginning of each annual evaluation process. These criteria and procedures must be adhered to throughout the process.

The retention and tenure committee shall assemble all information relevant to the evaluation. This information shall include the faculty member's materials with index, student evaluations, and any other information deemed relevant. All information considered by the retention and tenure committee, except routine student evaluations, must be identified by the name of the source.

The retention and tenure committee may receive written reports or hear testimony from other faculty members, from students and others as deemed appropriate, but such statements shall be taken in the presence of the committee alone to ensure confidentiality. No one but members of the retention and tenure committee may be present during its deliberations. Verbal testimony used by the committee must be put in writing, identified by name, and placed in the report.

Upon completion of its deliberations, the retention and tenure committee will prepare a written report summarizing the data sources used, the nature of its evidence, and its concluding recommendations. Each retention and tenure committee report and recommendations shall be approved by a simple majority of the membership of the committee. The retention and tenure committee shall give its report and recommendations to the faculty member prior to forwarding it to the next level of review. The faculty member shall, whenever possible, sign and date receipt of his/her copy. As of that date, no new material shall be added to the Working Personnel Action File except as a result of action by the School Leave with Pay Committee.

The department chair shall prepare a separate recommendation. It shall be his/her duty to give a copy of this recommendation to the faculty member before forwarding it and the Working Personnel Action File to the dean.

Differences of opinion and problems of communication should be resolved to the extent possible at the level of origin before being forwarded to the next level of review. In the event of disagreement between the retention and tenure committee and department chair recommendations or between the dean and the retention and tenure committee or the chair, the dean shall attempt to secure resolution through consultation with the retention and tenure committee and the department chair.

The dean shall give a copy of his/her recommendation to the faculty member prior to forwarding the Working Personnel Action File and recommendation to the Vice President for Academic Affairs.

At each level of review, the faculty member shall be given a copy of the recommendation prior to forwarding to the next level of review. At all levels of review, the faculty member shall have the right to respond or submit a rebuttal statement in writing no later than seven calendar days following receipt of the recommendation. A copy of the response or rebuttal statement shall become part of the Working Personnel Action File prior to being forwarded to the next level, and shall be sent to any previous levels of review. Upon request, the faculty member may be provided an opportunity to discuss the recommendation with the recommending party. The right to rebut or to request a meeting shall not require alteration of the time-lines.

The decision for retention or tenure of candidates rests with the President, or designee. As the President's designee, the Vice President for Academic Affairs may authorize reappointments in consultation with the school dean and others as required in each instance, except for cases wherein the granting or denial of tenure is involved. In tenure cases, formal review by the President is required in consultation with the Vice President for Academic Affairs and the appropriate school dean. The President or Vice President for Academic Affairs will forward a copy of the decision and the reasons therefor to the probationary faculty member.

- 6.5 **OPERATIONAL CALENDAR FOR RETENTION AND TENURE RECOMMENDATIONS.** Dates for submission of reviews and recommendations to the next level of review will be determined annually and published in the Executive Calendar. There shall be a minimum of two weeks for review at successive lev-

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els except in tenure cases. All cases involving tenure must allow a minimum of one month total for consideration by both the Vice President for Academic Affairs and the President. All evaluations shall be conducted and completed within the period of time specified by the Executive Calendar.

Notification of Retention and Tenure Decision. Faculty in their first and second year of probation shall be notified of the final decision on retention by February 15. The decision shall be for retention or termination.

Faculty in their third, fourth, fifth, and sixth years of probation shall be notified of retention, appointment with tenure, or terminal year appointment by June 1.

Terminal year appointments are limited to probationary faculty who have served a minimum of three (3) years of probation.

Retention and Tenure Recommendations. There will be an annual review of each probationary faculty member by the retention and tenure committee, the department chair, and the dean for the purpose of recommending retention, termination, terminal year appointment, or tenure to the Vice President for Academic Affairs.

The purpose of retention and tenure review is to assess the probationer's performance against University criteria in order to make personnel recommendations, and to provide helpful information to the candidate about performance expectations. The quality of the review is dependent upon the retention and tenure committee and chair taking full responsibility for conducting the review at the departmental level and upon the candidate's understanding that he or she is an integral part of the evaluation process and must provide requested information on time and in the format specified.

An assessment of teaching effectiveness is required for every year of probation.

- a. The first year review will, of necessity, occur during the first semester of probation. This review shall be limited to a recommendation for retention or termination at each level with descriptive commentary as appropriate. Where they occur, problems should be identified and discussed with the probationary faculty member.
- b. The second year review will be based upon performance during the first year of probation. It shall contain an evaluation of teaching effectiveness and any other descriptive material or commentary relevant to the other retention criteria. The recommendation shall be for retention or termination.
- c. The third year review shall be a comprehensive evaluation of the first two and one-half years of probation addressing all criteria for retention. The recommendation shall be for retention or reappointment for a terminal year.
- d. The fourth year review shall be an update of the third year review. The recommendation shall be for retention or reappointment for a terminal year.
- e. The fifth year review shall be an update of the fourth year review. This review will identify any recurring problems which must be resolved prior to a tenure decision. The recommendation shall be for retention or a terminal year appointment.
- f. The sixth year review shall be a comprehensive summative evaluation of the preceding six years of probation according to all criteria for tenure. The recommendation shall be for tenure or a terminal year appointment.
- g. The department reserves the right to perform a comprehensive evaluation in years when a comprehensive review is not required by this policy. The probationary faculty member may request a comprehensive evaluation in any year.

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Early Tenure. The President in special circumstances may award tenure earlier than the normal six-year probationary period. A recommendation for the award of early tenure shall be accompanied by a comprehensive summative evaluation of the entire probationary period according to all the criteria for tenure.

A probationary faculty member may request review for tenure in any probationary year.

When credit toward probation is awarded, the award is based upon a review of the faculty member's performance comparable to that required of probationary faculty at San Francisco State University. Therefore, the year(s) for which service credit is granted will be counted as probationary years. See Chapter Two, Section 6.1.

A probationary faculty member on leave without pay for professional purposes shall, when otherwise eligible, accrue a maximum of one (1) year service credit towards probation. The granting of full or partial leaves without pay to probationary faculty is at the discretion of the department and dean.

If the maximum allowable credit towards probation has not been reached, probationary faculty on partial professional leave without pay shall be evaluated for retention and tenure according to the same procedures, criteria and time frames in effect for all probationary faculty. When probationary faculty request full-time professional leaves of absence without pay, approval of their request by the department and the dean shall constitute their recommendation that the year of full-time professional leave without pay shall count as a year of probation. No additional campus evaluation and recommendation for retention shall occur. However, if the professional leave occurs in the third year of probation, a comprehensive review shall occur in the year following return from leave. If the faculty member does not perform the work for which the professional leave was approved, credit towards probation granted at the beginning of the full or partial leave may be revoked by the Vice President for Academic Affairs.

When probationary faculty have accumulated a total of one year's credit towards tenure for professional leave(s) without pay, all subsequent partial or full-time leaves (regardless of their purpose) shall not accrue credit towards tenure, and during the years in which they are taken no review for retention or tenure shall occur.

Tenure at Time of Appointment. The President in special circumstances may award tenure at the time of appointment. Appointments with tenure shall be made only after an evaluation and recommendation by the appropriate department and shall be based upon an assessment of performance prior to the time of appointment. The criteria to be used are the same as those for regular tenure and are described in Section 6.6 below.

- 6.6 CRITERIA FOR RETENTION AND TENURE.** An assessment of teaching effectiveness is required for every year of probation. The retention and tenure committee report for the third year review and the tenure year review must include, at a minimum, cumulative information and evaluation dealing with all of the following areas with specific headings and entries indicating that these areas of evaluation have been considered:

- 6.6.1 Teaching Effectiveness.** Assessment of teaching effectiveness must be based on systematically gathered evidence. The department, in making its evaluation of teaching, must indicate the basis on which that judgment was made. Comparative data may be used but are not mandatory. To merit tenure, all candidates must meet that standard of excellence which is normally expected of faculty and which is required by the University. A faculty member must maintain an adequate scholarly level in providing instruction; must show commitment to high academic standards; must be successful in instructing students in the relevant disciplinary skills and subject matter; must be able, as a teacher, to guide and stimulate students; must be effective in advising; and must be willing to confer with students.

Evidence of teaching effectiveness is to be obtained systematically from students and colleagues. Such evidence should reflect variations in the department's need for the following: instruction at differing levels, individualized and specialized instruction as appropriate, and student advising. At a minimum, depart-

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ments will provide for the gathering of written student opinion on teaching in two courses each semester. Unless all classes are to be evaluated, those classes where student evaluations occur shall be jointly determined by the faculty member and the department chair. In the event of disagreement, each party shall select 50% of the total courses to be evaluated. The faculty of each department shall have the authority to increase the frequency of the gathering of written student opinion in teaching should they wish to do so. Any faculty member may request that the teaching of additional classes be evaluated.

Continuous study of the individual discipline or related disciplines, and the infusion of current materials into the curriculum being taught, are minimal requirements of all faculty.

Primary Assignment. For those members of the faculty whose primary assignment is other than teaching; e.g., audio-visual or library, and who do not have a separate retention and tenure policy approved by the Senate, primary emphasis shall be on effectiveness in assignment. The candidate's assignment must be clearly explained and documented data provided on the quality of his/her performance.

- 6.6.2 **Professional Achievement and Growth.** Professional achievement and growth may be exhibited in a variety of ways including research, publications, creative work, curricular development, unpublished manuscripts, or work in progress. Although in general, no one of the following vehicles (below) for professional growth and achievement is viewed as more important than others, individual departments may emphasize one category as more important than another within the framework of the department's needs and service to the students, and this emphasis shall be considered in the evaluations.

Research and Publication. Descriptions of publications, research projects or unpublished manuscripts, or copies of said works shall be submitted to the department retention and tenure committee. If scholarly evaluations of the works are available, these shall be included.

Creative Work. Creative works, such as musical compositions, paintings, sculptures, films, videotapes, literary or dramatic works, designs or inventions, exhibitions or performances shall be submitted to the department retention and tenure committee in whatever form or forms typically are employed for evaluation in the relevant field. Such forms may include presenting the creative work itself, a reproduction or replica of the work, or a description of the work together with whatever critical reviews may be available.

Research and Curricular Development. Research in the discipline, across disciplines, or for the benefit of general education may result in significant curricular developments. Such results should become part of the evidence supporting a candidate's retention or tenure.

The department retention and tenure committee should include in its report assessment of the quality of the candidate's work.

- 6.6.3 **Community Service.** Individuals may serve the University using their professional expertise to provide service at the community or city, state, or national levels. Such service must involve participation at a level which makes a contribution to community activities or projects, and which enhances relations between the University and the community. Emphasis should be placed on those community activities in which the academic expertise of the faculty member is directly applied. Descriptions of community service shall be submitted to the department retention and tenure committee.

Professional Societies or Other Professional Activities. Participation includes membership and offices held in professional societies, committee activities, participation on editorial boards or in refereeing, and services provided as a consultant.

- 6.6.4 **University Non-Teaching Activities.** These include, but are not limited to, the following: administrative assignments, committee work, special advising assignments, program/curriculum development, sponsorship of student organizations, and direction of non-instructional activities and projects.

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- 6.6.5 Personal Collegial Relationships as a Member of the Faculty.** The candidate demonstrates professional ethics and principles, and accepts responsibility for working effectively with colleagues to achieve department, school, and University goals.
- 6.6.6 How this Faculty Member Fits the Future Plans and Needs of the Department.** How the candidate can contribute to the long-term goals of the department, including but not limited to teaching flexibility and curricular planning.
- 6.6.7 Professional Education and/or Equivalency and Experience.** Normally, the doctoral degree is required for tenure. In those disciplines where the doctoral degree is not the appropriate terminal degree, and in very rare cases of exceptional education or experiential background, the doctoral equivalency may be substituted for the doctoral degree.

The committee is free to arrange these criteria as it chooses. The committee may add other criteria and commentary, and finally, its recommendations regarding retention or tenure.

- 6.7 TENURE.** "Tenure" means the right of a faculty member to continue at San Francisco State University unless voluntarily terminated or terminated for cause, lack of funds, or lack of work.

Decisions with respect to the award or denial of tenure to a probationary academic employee shall be on the basis of full-time service in accordance with the procedures established.

For those denied tenure following the final probationary year, a terminal year shall be awarded if the probationary faculty has served a minimum of three years. A probationary academic employee shall not serve more than seven successive full-time years.

Tenure at this University shall be effective at the beginning of the academic year following the year in which tenure is awarded.

End of Academic Senate policy S88-155

- 7.0 LIBRARY RETENTION AND TENURE POLICY.** Librarians are evaluated for retention and tenure according to the Retention and Tenure Policy (S88-155) for all faculty, with the exception that the criterion of teaching effectiveness is replaced by the criterion of effectiveness in library assignment.

Evaluative criteria for effectiveness in library assignment are based on the criteria and descriptive factors listed in the *Guidelines, CSUC Personnel Plan for Librarians* (FSA 78-64, pages 12-16).

7.1 EFFECTIVENESS IN LIBRARY ASSIGNMENT

- 7.1.1 Knowledge.** Depending upon the candidate's specific area of assignment, categories to be evaluated may include:

Reference and Advisory Service. Knowledge and degree of mastery of the reference function; its techniques, materials and methodology including teaching effectiveness in a formal classroom situation and/or in daily informal instruction; the use and location of library materials; knowledge of reference works; understanding of, and ability in, the selection process in the development of collections in support of the instructional program and of reference services. Knowledge and degree of mastery of reference and information on-line data services.

Cataloging and Technical Services. Knowledge and degree of mastery of cataloging and effective bibliographic control of the library's collections, knowledge of principles of bibliographic organization through cataloging and classification; knowledge and degree of mastery of information sources to provide for effective access and retrieval.

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Selection and Acquisition. Knowledge and degree of mastery of principles and practices of materials selection; degree to which the materials selected support the curricular needs of the University; skill in management of book funds.

Circulation Services. Knowledge and degree of mastery of the circulation services function; maintaining an effective lending and return of materials operation; developing and maintaining accurate records; and effectively managing the work units responsible for the Loan, Reserve Book, Stack Maintenance, and Interlibrary Loan programs to the end that positive public relations be generated with the library users. Knowledge and degree of mastery of, or demonstrated ability to master, automated circulation processes and procedures.

Special Programs and Support Services. Degree of effectiveness in working with students, faculty, and staff in providing access to, and order of, library collections; in interpreting and enforcing library regulations; in resolving difficult problems associated with internal operations; in gathering and analyzing data to design or implement new projects or procedures, or plans for physical organization of materials and personnel.

Administration. Knowledge and degree of mastery of administrative theory, management practices, and evaluation techniques.

- 7.2.1 **Skills.** Depending upon the candidate's specific area of assignment, categories to be evaluated may include:

Productivity. Ability to work independently within established guidelines; ability to define, plan, and execute assignments and projects; ability to master new information and concepts; ability to be analytical, creative, and constructive in resolving problems and improving library procedures and policies; ability to communicate both orally and in writing.

Flexibility. Ability to work effectively in a range of library functions and subject areas, as required, to meet changing library goals and needs.

Leadership. Ability to accept responsibility and to see projects or plans to completion; ability to work in concert with and through others.

Supervision and Management. Ability to develop and/or improve work methods and procedures; ability to coordinate and integrate the work of others or organizational components; ability to motivate, train, develop, and guide employees of varying backgrounds and skills; ability to establish and maintain standards of quality and quantity of work produced; ability to provide fair and objective evaluation of employee performance.

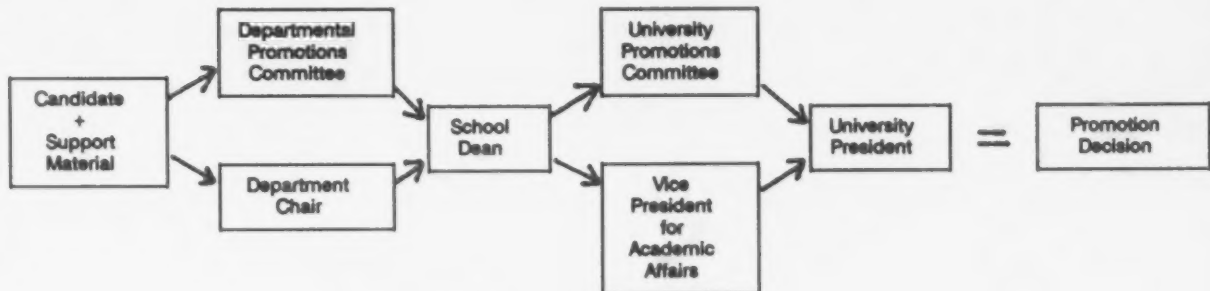
- 8.0 **PROMOTIONS POLICY.** The following policy was approved by the Academic Senate on March 26, 1985, and by the President on March 12, 1986. (S86-28)

Preamble. Candidates for promotion must aspire to fulfill high standards of professional performance. Advancement in rank is based only on merit as demonstrated by substantial professional achievement and academic growth which provide service to the University. The promotions process is subject to the rules and regulations of the CSU system as published in the pertinent FSA documents and *Title 5*. These documents may be obtained from the Office of Faculty Affairs.

- 8.1 **THE PROMOTIONS PROCESS.** Promotions are made by the University President. The President is advised directly by the University Promotions Committee as well as by other University-wide officers whom the President wishes to consult. Within the promotions process, all accompanying materials and recommendations made at each level must be transmitted through all succeeding levels. The accompanying flow diagram clarifies the reporting sequence. The University Promotions Committee and the Vice President for Academic Affairs' Office will independently prepare promotions lists. Before a joint meeting with either the Vice President for Academic Affairs or the President, they will exchange their lists. If there are

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disagreements between recommendations of University Promotions Committee and the Vice President for Academic Affairs, these cases will be discussed. The University Promotions Committee may reconvene without the Vice President for Academic Affairs to take a final vote. Following this meeting the University Promotions Committee and the Vice President for Academic Affairs will meet jointly with the President to submit their recommendations along with a report of those cases where disagreements still exist. Confidentiality about individuals will be maintained throughout the process. Following the final promotions announcement by the President, the University Promotions Committee will report to the faculty the number of its positive and negative recommendations. Any candidate has the right to learn from the committee and from the Vice President for Academic Affairs whether he/she was recommended on their written communications to the President.



8.2 THE UNIVERSITY PROMOTIONS COMMITTEE

Membership. The University Promotions Committee shall consist of five members, elected according to the following procedures. During the spring semester, one tenured full professor from each school and one tenured librarian shall be nominated by the respective school or library faculty according to the procedures for electing school representatives to the Academic Senate. An all-University election will be held by the end of April to elect the members of the University Promotions Committee from the pool of nominees. Each faculty person may vote for as many persons as there are vacant seats in this election. Those receiving the highest vote tally shall be elected to the committee. In case of a tie vote for the last seat, a run-off election between the tied candidates shall be conducted.

School deans, University and school administrative officers, department chairs, members of department promotions committees, members of the Academic Senate and Academic Freedom Committee are not eligible to serve. Members of the University Promotions Committee are not eligible to serve on a department promotions committee.

In the event a school or the library does not have at least two eligible tenured full professors or librarians, the unit shall have the option of recommending its nominee to the University election from the pool of eligible tenured full professors university-wide. The school or library shall decide upon its nominee through a unit election process.

If a vacancy occurs on the University Promotions Committee after the University election, the person with the next highest number of votes in the University election shall be appointed.

Term. Each member of the University Promotions Committee serves a term of two years. Members may succeed themselves in office, with the exception that no one may serve for more than four consecutive years.

In the first year of the committee's operation, two members, chosen by lot, will serve terms of a single year, in order to provide for staggered terms. Thereafter, only those units which would not have members

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continuing on the University Promotions Committee may submit nominees for the annual election to the committee.

Operation. The University Promotions Committee shall review all eligible individuals who choose to be considered for promotion. The University Promotions Committee recommends to the University President faculty members who merit promotion. Final authority on all promotions rests with the President.

The University Promotions Committee operates according to the decision procedure specified below. Recommendations shall be made on the basis of a majority vote of the committee. In cases of dispute, those voting with the minority may file individual or collective recommendations to the President. Abstentions will be counted as a no vote.

The members of the University Promotions Committee shall elect one of their number to serve as chair. The chair's term is one year.

After the candidate's promotion dossier has been sent to the University Promotions Committee, supplemental materials may be submitted by a candidate on his/her own behalf. These materials are to be presented to both the department chair and the department promotions committee and forwarded in an expeditious fashion to both the University Promotions Committee and the Vice President for Academic Affairs through the school dean.

A complete and up-to-date curriculum vitae will be included as part of the candidate's promotion package.

Recommendations of department promotions committees, department chairs, and school deans will be examined by the University Promotions Committee. All such recommending individuals or bodies must present reasons in writing for their recommendations, whether favorable or unfavorable. The department chair and the school dean are required, respectively, to notify the University Promotions Committee in writing of each faculty member who is eligible for review, indicating whether any of those eligible has declined to be considered for promotion.

Additional information concerning a candidate may be sought from administrators, faculty colleagues familiar with the candidate's work, recognized experts in the candidate's field, or other relevant referees. Such information must be submitted in writing and must be made part of the candidate's personnel file. In seeking additional information or confidential recommendations, promotions committees at all levels must observe the requirements of the personnel files policy in the *Faculty Manual*. All materials pertinent to the promotion decision, including confidential recommendations summarized in writing, are contained in the promotion file. Members of promotion committees at the department, school, or university level do not have access to the official personnel files in the Office of Faculty Affairs without the written consent of the faculty member whose file is to be inspected. While it is the responsibility of the candidate and the candidate's department to provide the bulk of information required for the promotion decision, it is the responsibility of the University Promotions Committee to seek additional information in all cases in which the original presentation is inadequate. If additional information is sought by the University Promotions Committee or other committees or individuals involved in the promotion process, the candidate must be informed in writing of this action.

Recommendations for promotions are made to the University President. Recommendations should be made as early in the year as possible, but no later than May 1.

The University Promotions Committee shall file a separate report with the Academic Senate, not later than June 1, to provide a general accounting of the outcome of promotions deliberations and to call attention to ways in which the promotions operations may be improved. The report must be signed by all committee members.

All proceedings of the University Promotions Committee are conducted in strict confidence. No member of the committee is authorized to divulge any information with regard to committee proceedings to any

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candidate for promotion nor to any person not involved in the promotions process, with the exception that the committee may designate one of its members to request further information on a candidate. The University Promotions Committee may participate in meetings having to do with general promotions policies and processes where such meetings or communications sessions do not involve discussion of individual cases.

For any candidate who is not recommended for promotion by the University Promotions Committee, and is not subsequently promoted, the University Promotions Committee must provide the candidate, directly and in writing, with an explanation of why, in the committee's opinion, a favorable recommendation was not merited. The committee will determine the length, format, and degree of specificity of this communication, whatever its design and extent; however, the report shall make clear those factors which were the basis for the recommendation against promotion. In fulfilling this important part of its work, the committee must strive to issue as clear and complete a statement as possible, without compromising the confidentiality which is necessary for rigorous peer review. To protect this confidentiality, the following stipulations shall apply to all reports: reports shall reflect the view of the majority of the committee; reports shall be signed by the chair of the committee; and under no conditions shall the vote of the committee, or any of its members, be revealed in the report. This document should be sent to the candidate within five working days following the President's formal announcement of promotions at the end of the academic year. A copy will be sent to the appropriate dean who will discuss its contents with the candidate.

Similarly, in cases where the candidate was not promoted, the Vice President for Academic Affairs will provide a written statement to the candidate of reasons why in his/her judgment a favorable recommendation was not warranted.

Finally, the President will state his/her reasons for denial in his/her letter of decision.

8.3 DEPARTMENT PROMOTIONS COMMITTEE

Membership. Department promotions recommendations shall be made by a committee elected by the members of the department according to procedures determined by the department.

Minimum eligibility for these committees shall be tenure and the rank of Associate Professor or Professor.

All persons eligible for automatic review may not serve.

The department committee shall consist of at least three persons. In cases in which a department does not possess three eligible faculty members, not including the department chair, members from outside the department shall be added according to procedures determined by the department in consultation with the Vice President for Academic Affairs and the Executive Committee of the Academic Senate.

Operation. The school dean shall notify in writing the candidates, department promotions committee, and the University Promotions Committee about department members who are eligible for promotion. The school dean is informed about eligible faculty from the list prepared by the Associate Vice President for Faculty Affairs at the beginning of the fall semester.

At the beginning of the academic year each department must file copies of its promotion procedures and membership of its promotions committee with the Academic Senate, the University Promotions Committee, the school dean, and the Associate Vice President for Faculty Affairs.

The department promotions committees operate according to the decision procedure specified below. Recommendations shall be made on the basis of a majority vote, although minority reports may be filed. Abstention will be counted as a no vote.

Department promotions committees may receive signed written reports or hear testimony from other faculty members, from students and others as deemed appropriate. Oral statements shall be taken in the

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presence of the committee alone to insure confidentiality. Any oral statements shall be summarized in writing and signed by both the person giving the testimony and the chair of the committee on behalf of the committee.

The individual being evaluated should be an active partner in the process and should be encouraged to contribute whatever material the candidate believes will be useful in arriving at a sound and just decision. The candidate and persons authorized to participate in the evaluation process shall have access to all data collected. The department promotions committee and the candidate should act in a reciprocal manner to disclose and present the candidate's achievements and attributes fully and fairly and to prepare materials which will be employed in support of the department committee's recommendation.

Promotion deliberations are personnel matters, and the usual and legal proscriptions with respect to confidentiality obtain.

Whenever a candidate is not recommended for promotion by the department promotions committee, the committee must provide the candidate, in writing, with its reasons for recommending against promotion and its specification of ways in which the candidate must improve in order to merit promotion, prior to forwarding the materials.

The Department Chair. The department chair may sit ex-officio on the department promotions committee during all its deliberations. The chair may advise but may neither vote nor be the author of recommendations made by the committee. The chair must share all pertinent knowledge of a candidate with other members of the committee and must present the committee with a copy of the chair's letter of recommendation before any materials are forwarded to the school dean and the University Promotions Committee. The department chair and the candidate should act in a reciprocal manner to disclose and present the candidate's achievements and attributes fully and fairly.

- 8.4 **THE SCHOOL DEAN.** Each school dean receives and reviews all recommendations by department promotions committees and chairpersons in his/her school. The school dean shall prepare a separate recommendation concerning each candidate and then forward copies of all recommendations to both the University Promotions Committee and the Vice President for Academic Affairs. The school dean must present a copy of his/her promotion recommendation to the candidate before the promotion dossier is forwarded.

THE MAIN RESPONSIBILITY FOR EVALUATING AND INTERPRETING THE SIGNIFICANCE OF A CANDIDATE'S ENDEAVORS AND PERFORMANCE MUST RESIDE WITH THE DEPARTMENT PROMOTIONS COMMITTEE, DEPARTMENT CHAIR, AND SCHOOL DEAN. THESE THREE PARTIES TO THE PROMOTIONS PROCESS MUST MEET THIS RESPONSIBILITY IN ORDER FOR THE PROMOTIONS PROCESS TO FUNCTION AT AN ACCEPTABLE PROFESSIONAL LEVEL.

8.5 ELIGIBILITY AND TYPES OF PROMOTION

Types of Promotion. Regular promotion is based on the criteria specified in Section 8.6 below.

Contingent promotion is granted conditionally and becomes effective upon the granting of the doctoral degree or degree equivalence. The contingent promotion holds for a single year, after which it may be extended or withdrawn in favor of a recommendation for regular promotion, depending on the request of the department promotions committee.

Administrative promotions are granted to class and rank employees who have been engaged in administrative activities outside the departmental structure. Such promotions must be made according to the relevant portions of the decision procedure specified below and after review by the University Promotions Committee.

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The University President may promote a faculty member to adjust an inequity which is disclosed subsequent to the time at which the individual joined the University. If such action is taken, the President will inform the University Promotions Committee of his/her decision.

Eligibility. Only tenured faculty are eligible for promotion to the rank of Professor. (Article 14 of the Agreement allows the promotion of probationary faculty below the rank of Associate Professor.)

To insure equitable treatment for all full-time faculty members, every individual is automatically considered for promotion after having completed four years in rank, and if promotion is denied, in every subsequent year. Full-time faculty members are eligible to be considered for promotion during the fall of their second full academic year on the basis of distinguished and outstanding performance.

A faculty member who is eligible for review may decline such review by so informing the department chair and the department promotions committee in writing.

Tenured faculty who are currently employed part-time become eligible for promotion after serving an aggregate time in rank equal to that of eligible full-time faculty members.

Faculty members on leave may be considered for promotion. Time spent by faculty members while on sabbatical or other authorized leave directly related to professional endeavors is included in time spent in rank.

The position of a candidate on the salary scale for a given rank is not a factor in eligibility for promotion. The promotions process is not to be employed to safeguard the University against the loss of personnel to other employment nor to provide extraordinary monetary rewards.

8.6 **PROMOTION CRITERIA.** The following criteria are to be employed at all levels of decision-making in respect to promotions.

To merit promotion, all faculty must meet the basic requirements listed below:

Beyond the primary emphasis on teaching ability, to merit promotion (described below) an individual must exhibit superior achievement and service in a single category or significant achievement and service in more than one category. Faculty members are not required to exhibit achievements in all the promotion criteria. Indeed, to provide for a variety of meritorious activities and flexibility, comprehensiveness, and vigor in the University faculty, it is to be hoped that faculty members will exhibit highly varied profiles of achievement.

The nature of accomplishments within each criterion will vary with differences in disciplines, professional expectations within a discipline, and/or changes in disciplines, and departmental, school and University objectives and goals. It is the responsibility of the department promotions committee to establish clearly the department's expectations for promotion within each criterion for each faculty member in the department and its requirements for documenting the quality of the work accomplished according to departmental expectations. This will be done in consultation with the candidate at the time of hire and at the beginning of each review cycle.

Activities while in current rank are of primary relevance to promotion considerations. A recommendation for promotion should be made upon concluding that the candidate's activities during service in the current rank have proved to be of significant value to the University. It is understood that achievement will exceed the basic obligations required for mere continuation of employment. Activities engaged in while in former ranks are relevant when they form part of a process which occurs, in part, while the candidate is in current rank. Verifiable accomplishments while in the same rank at other institutions may be included in the promotions dossier.

Achievements in current rank should demonstrate promise of meritorious activities comparable to the achievements and services expected of faculty who serve at the rank to which the individual is to be

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promoted. The intensity of the evaluation process will vary in accordance with the academic position of the faculty member; thus, promotion to professor requires more rigorous application of standards than promotion to associate professor.

All faculty must have achieved the appropriate level of academic training for promotion. For promotion to the rank of associate professor or professor, possession of a doctoral degree or appropriate terminal degree is a normal prerequisite; exception may be made in those instances where faculty members may be uniquely qualified or where doctoral programs in the candidate's specific field are not available, and/or are not appropriate, or where the probationary appointment commenced prior to September 1971 at which time the University, as prescribed by *Title 5* (Section 42700-01), uniformly required the doctorate or equivalency for tenure and at which time Trustee Policy (FSA 70-80, Report on Procurement and Retention of a Quality Faculty) specified that possession of the doctorate or the appropriate terminal degree was a normal prerequisite for promotion beyond the rank of assistant professor. For promotion to assistant professor, substantial professional training and experience must be demonstrated.

- 8.6.1 **Evaluative criteria** for promotion should include teaching performance, research and creative activity, contributions to the community, and contributions to the institution. During the evaluation process, primary emphasis shall be on teaching ability beyond which there is no order of priority among the remaining evaluative criteria. (Note exception in the following paragraph.)

For those members of the faculty whose primary assignment is other than teaching; e.g., audio-visual, student affairs, library, and who do not have a separate promotions policy approved by the Senate, primary emphasis shall be on effectiveness in assignment. Evidence of effectiveness in assignment must be based on systematically gathered data. The candidate's assignment must be clearly explained and documented data provided on the quality of his/her performance.

- 8.6.2 **Teaching Performance.** Assessment of teaching effectiveness must be based on systematically gathered evidence. The department, in making its evaluation of teaching, must indicate the basis on which that judgment was made. Comparative data may be used but are not mandatory. To merit promotion, all candidates must meet that standard of excellence which is normally expected of faculty and which is required for service to the University. A faculty member must maintain an adequate scholarly level in providing instruction; must show commitment to high academic standards; must be successful in instructing students in the relevant disciplinary skills and subject matters; must be able, as a teacher, to guide and stimulate students; must be effective in advising; and must be willing to confer with students upon request. Evidence of success is to be obtained systematically from students and colleagues as specified in department or University policy. Such evidence should reflect variations in the department's need for the following: instruction at differing levels, individualized and specialized instruction as appropriate, and student advising.

Continuous study of the individual discipline or related disciplines and the infusion of current materials into the curriculum being taught are minimal requirements of all faculty.

For faculty (including department chairs) whose primary assignment is other than teaching, the committee shall evaluate teaching effectiveness in those courses taught. Beyond that the committee shall evaluate performance in the areas of primary assignment.

- 8.6.3 **Professional Achievement and Growth.** Professional achievement and growth may be exhibited in a variety of ways including research, publications, creative work, curricular development, unpublished manuscripts, or work in progress. Although in general, no one of the following vehicles (below) for professional growth and achievement is viewed as more important than others, individual departments may emphasize one category as more important than another within the framework of the department's needs and service to the students, and this emphasis shall be considered in the evaluations.

Research and Publication. Descriptions of publications, research projects or unpublished manuscripts, or copies of said works shall be submitted to the department promotions committee. If scholarly evaluations

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of the works are available, these shall be included. If such evaluations are not available and if the department promotions committee determines that such evaluations are desirable, it is authorized to obtain such evaluations after reaching agreement with the candidate about the appropriateness of the referees. School deans, the University Promotions Committee, and other extra departmental constituents in the promotions process must obtain the agreement of the department promotions committee in regard to appropriate referees or else must employ recognized professional referees or accrediting bodies. The department promotions committee should include in its report assessment of the quality of the candidate's work.

Creative Works, such as musical compositions, paintings, sculptures, films, videotapes, literary or dramatic works, designs or inventions, exhibitions or performances shall be submitted to the department promotions committee in whatever form or forms typically are employed for evaluation in the relevant field. Such forms may include presenting the creative work itself, a reproduction or replica of the work, or a description of the work, together with whatever critical reviews may be available. The department promotions committee should include in its report assessment of the quality of the candidate's work. Procedures for securing referees and evaluations are those specified under Research and Publication.

Research and Curricular Development. Research in the discipline, across disciplines, or for the benefit of general education may result in significant curricular developments. Such results should become part of the evidence supporting a candidate's promotion. Procedures for securing referees and evaluations of such significant curricular developments are those specified under Research and Publication.

8.6.4 Service

Community. Individuals may serve the University by using their professional expertise or their status within the University to provide service at the community or city, state, or national levels. Such service must involve participation at a level which makes a significant contribution to community activities or projects. For such service to be recognized as significant it must be shown to enhance relations between the University and the community.

More weight will be given to those community activities in which the academic expertise of the faculty member is directly applied.

Descriptions of community service shall be submitted to the department promotions committee. If the department promotions committee determines that evaluation of community service activities by outside experts is desirable, procedures for securing referees and evaluations are those specified under Research and Publication.

Professional Societies or Other Professional Activities. Participation must be at a level which demonstrates significant accomplishment through service to the relevant field and/or status in the field or recognition of professional colleagues. Participation includes membership and offices held in professional societies, committee activities, participation on editorial boards or in refereeing, and services provided as a consultant. Procedures for securing referees and evaluations are those specified under Research and Publication.

8.6.5 University Non-Teaching Activities. These include, but are not limited to, the following: administrative assignments, committee work, special advising assignments, program/curriculum development, sponsorship of student organizations, and direction of non-instructional activities and projects. Normal expectations are that the above activities will represent various levels of participation; i.e., department, school, University, and systemwide. Activities included in this section should not be duplicated in other sections of the report.

The departmental promotions committee should include in its report some assessment of the nature and quality of the candidate's work in the above activities. After consultation with the candidate, the departmental promotions committee is authorized to request assessment of the quality of the candidate's

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service from members of the University community who have worked with the candidate in University non-teaching activities. Procedures for securing referees and evaluations are those specified under Research and Publication.

- 8.7 **APPEAL OF PROMOTIONS DECISIONS.** Request for Reconsideration: A faculty member who has not been promoted and believes that non-promotion has resulted from failure to consider substantial evidence or that the evidence presented was not properly evaluated may request, in writing, reconsideration of his/her case. Requests for reconsideration must be initiated not later than fifteen working days after promotions are announced.

The faculty member, having prepared a comprehensive statement of factual material, should present it first to the appropriate department chair. It should be ascertained whether or not the department chair would support carrying the request to the next administrative level. If the department chair does not support the request for reconsideration, the faculty member may ask that it be forwarded along with an evaluation by the department chair which indicates lack of support. If the department chair supports the request for reconsideration, the statement prepared by the candidate, along with the chair's evaluation and recommendation, should be forwarded to the dean of the school. If, after examining the information submitted, the school dean is convinced that pertinent facts have been overlooked in the previous evaluation of the candidate's work, he/she may collect data which will support the candidate's request for reappraisal. The dean will forward these materials to the President. If the President has a designee, he/she will prepare an evaluation and recommendation and will submit this along with an evaluation and recommendation from the University Promotions Committee to the President for consideration.

If the candidate's school dean is not of the opinion that a case exists for reconsideration he/she should so inform the candidate and recommend to him/her that the request be dropped.

If the candidate has been advised by the school dean to drop the request but is unwilling to follow that suggestion, the candidate may request that the case be forwarded to the President or his/her designee along with a written indication of the dean's recommendation against reconsideration. In such cases, the President or designee and the University Promotions Committee will review the materials supplied. If in their view no substantial evidence exists for reconsideration, the candidate will be informed of their decision to reject the request of the faculty member.

The foregoing are considered to be the campus "informal solution procedures." Having pursued these completely without satisfaction, the faculty member may then avail himself/herself of the formal grievance procedures of the California State University. See Chapter Four, Section 1.3.

End of Academic Senate policy S86-28

- 9.0 **LIBRARY PROMOTIONS POLICY.** The following policy was approved by the Academic Senate on November 8, 1978, and by the President on September 17, 1982. (S82-99) According to this policy, and Article 14 of the Agreement, librarians are evaluated for promotions according to the Promotions Policy (S82-28, replaced by S86-28) with the exception that the criterion of teaching effectiveness is replaced by the criterion of effectiveness in library assignment, based upon the CSU Librarian Personnel Plan (FSA 78-64). The Library policy is not reproduced here since it is based upon the University Promotions Policy (See Chapter Two, Section 8). Copies of the Library Promotions Policy are available from the Library Director's Office or the Office of Faculty Affairs. This policy is also on file in the Academic Senate Office. In the event of any conflict between the Library Promotions Policy and Article 14 of the Agreement, Article 14 shall govern the promotion of librarians.

- 10.0 **EVALUATION.** Article 15 of the Agreement governs evaluation.

- 10.1 **REGULARITY AND FREQUENCY OF STUDENT QUESTIONNAIRES ON TEACHING EFFECTIVENESS.** The following policy was approved by the Academic Senate on February 23, 1982, and by the President on March 1, 1982. (S82-58)

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Departments will provide for the gathering of written student opinion on teaching as follows:

1. [For temporary faculty, see Chapter Two, Section 3.7, Periodic Evaluation of Temporary Faculty];
2. For [probationary faculty see Chapter Two, Section 6.6.1, Teaching Effectiveness] or faculty subject to further promotions review, in two courses each year;
3. [For all other faculty, see Chapter Two, Section 10.2, Evaluation of Tenured Faculty];
4. The faculty of each department shall have the authority to increase the frequency of the gathering of written student opinion in teaching should they wish to do so. Any faculty member may request that additional classes be polled. [See Article 15.14 of the Agreement.]

10.2 EVALUATION OF TENURED FACULTY. The following policy was approved by the Academic Senate on September 18, 1984, and by the President on October 23, 1984. (F84-122)

Purpose. Evaluation of ourselves as tenured faculty is consistent with the University's mission of educational excellence. The primary purpose of the evaluation of tenured faculty is to benefit the faculty member through peer review. The evaluation is the department's responsibility. The most positive effects of the evaluation will be obtained at the department level and accrue to the individual. The evaluation should encourage and recognize the accomplishments of tenured faculty, and make recommendations for correcting any deficiencies. In addition, the purpose of the evaluation of tenured faculty is to consider the relationship of the faculty member to new and on-going programs of the department.

Eligibility. All tenured faculty unit employees, including faculty on the early retirement program, are covered by the mandate except for those tenured faculty who are undergoing or have undergone in the preceding five-year period a performance review for tenure or promotion.

Frequency of Evaluation. Tenured faculty members shall be evaluated according to these procedures at least once every five years. Because tenured faculty on leave status are continuing faculty, the period in which a tenured faculty member is on leave is included as part of the five-year interval.

At the beginning of each five-year cycle, departments shall establish a schedule for the evaluations which insures that all eligible tenured faculty are evaluated once every five years. The names of faculty to be evaluated each year will be sent to the Office of Faculty Affairs each fall semester.

Criteria. All tenured faculty must be evaluated by a peer review committee and the dean or designee for teaching effectiveness or for effectiveness in primary assignment. Evaluation of teaching effectiveness must include written student evaluations in a minimum of two classes annually during the five-year period of the review.

Beyond the requirement of student evaluation of teaching performance, departments may establish their own criteria for the evaluation of tenured faculty. Optional criteria may include, but are not limited to: curriculum development or revision; advising; contributions to the department, school, and/or University; currency in the field; professional achievement and growth; community service; and participation in professional associations.

Procedures. Evaluation of tenured faculty shall be conducted by a properly constituted peer review committee of the department or equivalent unit. Departments shall specify on the "Evaluation of Tenured Faculty Cover Sheet" whether a hiring, retention and tenure, or promotions committee was used or whether a specially constituted committee was established for this purpose.

At the beginning of each five-year evaluation cycle, it is the responsibility of the peer review committee to inform tenured faculty eligible for evaluation about the procedures, the departmental criteria, and any supporting materials they are to submit to the committee. Department peer review committees shall notify all tenured faculty to be reviewed about the time frames for the evaluation and deadlines for

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submission of materials. Some departments may choose to evaluate tenured faculty during the fall semester when the workload of hiring, retention, and tenure committees is lighter. In any case, tenured faculty should be notified the preceding semester of the pending evaluation.

At the conclusion of its deliberations the peer review committee shall prepare a written peer review committee report, hereinafter referred to as the summary report. The peer review committee summary report shall be forwarded to the dean or designee and to the tenured faculty member. Indexed materials submitted by the faculty member shall be returned to the faculty member. The peer review committee chair and the dean or designee shall meet with the tenured faculty member being evaluated to discuss his/her strengths and weaknesses along with suggestions, if any, for improvement.

The "Evaluation of Tenured Faculty Cover Sheet," the peer review committee's summary report, the results of student evaluations of teaching effectiveness in two classes annually, and a written statement by the dean or designee (if not part of the "Cover Sheet") shall be placed in the official Personnel Action File at the conclusion of the evaluation.

Any rebuttal or statement the tenured faculty member wishes to make at any stage in the evaluation shall also be placed in the official Personnel Action File at the conclusion of the evaluation.

End of Academic Senate policy F84-122

- 11.0 **DEPARTMENT CHAIRS.** The following policy was approved by the Academic Senate on May 19, 1987, and by the President on July 24, 1987. (S87-145)

Administration and leadership of each academic department are provided by a chair who is a member of the department's faculty. The department chair also serves as representative and advocate for the department within the school, University, community and profession. For purposes of selection, appointment, and review of department chairs, the term "faculty" includes tenured and tenure-track faculty, and instructors of record on a yearly contract excluding temporary faculty who are also graduate students in the department. Departments will collect votes of temporary faculty on a pro rata basis. Pro-rating will be in proportion to time base appointment in the semester in which the review or selection process is initiated.

- 11.1 **TERM OF OFFICE.** Department chairs will be appointed for three year terms beginning in the fall semester. Department chairs may be reappointed to additional terms subsequent to a review in the first semester of the third year of service.
- 11.2 **DUTIES AND RESPONSIBILITIES.** The department chair is the person most fully responsible for leading, administering, and representing the department. The department chair has the following duties and responsibilities:

Academic Programs:

To assume the leadership in the development and direction of quality academic programs;
To work with the department faculty in academic program planning and review, and curriculum development and revision; and
To prepare the class schedule in consultation with the department faculty or appropriate department committee.

Students:

To supervise advising, provide information, sign documents and petitions, and otherwise facilitate resolution of administrative difficulties students may encounter;
To promote department activities (programs, competitions, awards, professional organizations, clubs) and recruit potential majors/minors;

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To be available to receive students' comments and suggestions about courses, instructors, and programs; and
To attempt resolution of complaints, differences, or grievances between students and faculty.

Faculty:

To encourage collegial and full participation of all members of the department in recognition that governance of departments is a joint and cooperative endeavor;
To carry out the processes for hiring, retention, tenure, and promotion with the tenured members of the department, within existing trustee policy, the Agreement, and University and school policies;
To make an independent recommendation regarding hiring, retention, tenure and promotion after reviewing recommendations from the department's elected hiring, retention and tenure, and promotion committees;
To perform the evaluation and recommend the appointment or subsequent appointment of temporary faculty either after receiving department peer review committee recommendation or upon delegation by the voting members of the department in accordance with Academic Senate policy and the Agreement;
To provide leadership at the department level in the implementation of the University's affirmative action policy;
To promote the professional development of the faculty; and
To establish, after consultation with the faculty, appropriate departmental committees.

Administrative Responsibilities:

To convey pertinent information to, from and within the department; to present issues which have potential impact on the department; to invite and respond to comments and suggestions of faculty and staff;
To represent the department within the school, University, community, and profession;
To work with the school dean on management of resources, including the establishment of enrollment targets, allocation of faculty positions, and all budget matters; to organize and supervise department expenditures; to monitor departmental compliance with University regulations and deadlines; and
To hire and supervise department staff.

- 11.3 **SELECTION OF DEPARTMENT CHAIRS.** The department chair is appointed by the Vice President for Academic Affairs with the concurrence of the President of the University upon the recommendation of the department and the appropriate dean. No later than the 4th week of the fall semester of the final year of the term, the incumbent chair shall notify the department and dean whether or not he/she wishes to be a candidate for reappointment. If the incumbent chair does not wish to be reappointed, either there will be an external national search for a new faculty position, or the internal chair selection procedures will be followed. For the selection of an external chair, see Chapter Two, Section 4, Hiring Policy for Tenure-Track Faculty. See Section 11.5, following, for the appointment of acting chairs.

Internal Selection Procedures. Procedures for determining the names to be submitted to the dean will be established by the faculty in a department meeting. All department faculty shall be notified of this meeting. Department procedures shall include provision for voting by secret ballot. The results of this ballot, in a form determined by the department, including a record of those who voted, will be forwarded to the dean as part of the report. The results shall include numerical counts. Departments which are accustomed to not pro-rating votes of temporary faculty may also include unpro-rated numerical counts in the report. The department faculty presents to the dean of the school one or more names of faculty whom they would find acceptable to serve as chair. The department may choose to rank the names submitted.

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When the dean supports one of the individuals nominated by the department, he/she makes a recommendation for appointment to the Vice President for Academic Affairs. The Vice President for Academic Affairs appoints the chair with the concurrence of the President.

If the dean does not support any of the individuals recommended by the committee, the dean shall meet with the department to discuss its recommendation. After this meeting, the department shall reconsider and forward its reconsidered recommendation to the dean. If the disagreement persists, the dean shall forward the department's recommendation and his/her statement to the Vice President for Academic Affairs. It will be the responsibility of the Vice President for Academic Affairs to work with the dean and the department in order to obtain a mutually acceptable solution.

If the Vice President for Academic Affairs disagrees with the recommendation of both the department and the dean, he/she shall meet with the department and the dean to discuss his/her objections. If the disagreement cannot be resolved, the department will reinstitute the recommendation procedure in order to provide an alternative recommendation.

- 11.4 **DEPARTMENT CHAIR REVIEW.** The purpose of the review is to assess the performance of the department chair with respect to the duties and responsibilities listed in Section 11.2 and other stated department criteria. The department may also use the review to give the chair direction and suggestions regarding his/her performance. These review procedures apply when the incumbent department chair wishes to be reappointed. The review will occur in the fall semester of the third year and must be completed no later than two weeks before the last day of instruction.

The department will elect a chair review committee of at least three members. The chair review committee will solicit information from all departmental faculty, staff, the chair, and others as deemed appropriate. The data for the review may include evaluations by individual faculty and staff, using the chair review form, the chair's self-evaluation, and any other pertinent information collected during the review. The committee will summarize these data and any other pertinent information collected during the period of review and write its report. Department procedures shall include provision for voting by secret ballot. The results of this ballot, in a form determined by the department, including a record of those who voted, will be forwarded to the dean as part of the report. The results shall include numerical counts. Departments which are accustomed to not pro-rating votes of temporary faculty may also include unpro-rated numerical counts in the report. This report will be attached to the "Department Chair Review Form". The "Department Chair Review Form" is required for all chair reviews. The chair review committee will give the chair a copy of the report and subsequently will discuss the report and its recommendation with the chair prior to submitting the report to the dean. The dean will meet with the chair to discuss the dean's recommendation prior to forwarding it along with the chair review committee's report and the chair's responses, if any, to the Vice President for Academic Affairs for action and for placement in the Personnel Action File in Faculty Records. In the case of disagreement, procedures as in Section 11.3 will be followed. The chair review committee will maintain strict confidentiality about materials collected during its review. The chair review committee is also responsible for informing the department faculty about the outcome of the review at the conclusion of its process.

Regular Review. Chairs are reviewed every three years. Reappointment of the incumbent department chair occurs only after a departmental review and upon recommendation by the department in accordance with Section 11.4. Recommendation by the department may occur with or without the presentation of a list of nominees developed in accordance with Section 11.3 above. If the incumbent chair is not reappointed after a review, a new chair will be selected according to the procedures in Section 11.3 above.

Special Review. Upon recommendation to the dean of at least sixty percent of the full-time faculty in a department, and after a full department meeting, the Vice President for Academic Affairs may initiate a special review. The review procedures listed in Section 11.4 should be followed. The department, at any time, may withdraw the request for special review.

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- 11.5 **ACTING CHAIRS.** In the event that it is necessary to appoint an acting department chair, he/she shall be appointed by the Vice President for Academic Affairs, with the concurrence of the President, after recommendation by the faculty of the department and the school dean.

Acting department chairs are temporary appointments. Acting department chairs will not serve more than three consecutive semesters, except in very unusual circumstances in which the appointment as acting chair could be extended for a maximum of two additional semesters. The selection process for a permanent department chair shall begin as soon as possible after the appointment of an acting department chair.

An acting department chair shall be appointed as a permanent department chair only if he/she is recommended by the department at the conclusion of the selection procedures for a permanent department chair. Time served as an acting department chair does not count as part of the three year term of a permanent department chair.

The position of acting chair has all the duties and responsibilities of a permanent chair.

End of Academic Senate policy S85-145

- 12.0 **REDUCED WORKTIME ACT (THE RAINS BILL [SB 1859]).** Faculty members have the opportunity to elect to reduce their worktime under the provisions of *Title 5 of the California Code of Regulations, Part V, Chapter 1, Subchapter 7, Article 6.4.* A synopsis of this act follows:

This program is made available to employees who are unable, or who do not desire, to work standard working hours on a full-time basis. All full-time academic teaching employees of The California State University may request and be considered for participation in the reduced worktime program.

Tenured faculty will derive the primary benefit from participation in this program since only tenured faculty retain tenure status when reducing their time base to less than full time. Full-time probationary faculty choosing to reduce their time base are, upon reduction of the time base, temporary employees. Thus, they lose the opportunity to gain credit toward tenure.

An employee who has been authorized to participate in the reduced worktime program shall receive the pro rata share of salary and benefits which were available to the employee while serving in a full-time position, except those benefits provided under the Public Employees' Retirement Act and under the Public Employees' Medical and Health Care Act. The pro rata share of salary and benefits shall be equal to the full-time salary and full-time level of benefits multiplied by the proportion that the reduced worktime bears to full-time employment. Benefits provided under the Public Employees' Retirement Law and the Public Employees' Medical and Health Care Act shall be provided as authorized in the Law and the Act.

Faculty members who elect to reduce their worktime will not be eligible nor will they earn credit towards a sabbatical or difference in pay leave. To be eligible for a sabbatical or difference in pay leave, the faculty member must hold a full-time position and serve in that position for six out of seven academic years.

Normally, reduced worktime shall be implemented for a minimum of one academic year. Under special circumstances, the President may grant participation for less than one academic year or approve commencement of participation at the beginning of any academic term within the academic year. Refusal by the President to grant participation for less than an academic year or allow participation to commence within the academic year shall not be grievable by the employee.

Any employee who has had worktime reduced against his or her will, contrary to the intent of this policy, or who has been unreasonably denied the right to participate in the worktime reduction program may file a grievance pursuant to the established employee grievance procedures.

Employees who reduce their worktime shall be subject to the same provisions governing layoff as before their reduction in time base. Seniority credits shall be earned in the proportion that the reduced workload bears to full-time employment.

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Employees participating in the reduced worktime program shall be given first priority to return to full-time employment upon the written request of the employee to the extent that the President determines that full-time work is available. Employees who refuse an offer of full-time work after requesting to return to full-time work shall have waived their right to return to full-time employment. Temporary and probationary employees who reduce their time base shall not be given priority status nor have a right to return to full-time status.

Tenured employees participating in the reduced worktime program shall return to full-time employment at the request of the President if the President decides that it is no longer feasible to continue a position on a reduced worktime basis. The President shall notify the employee in writing no later than the end of the sixth week of the last academic term worked.

- 13.0 **EMPLOYMENT BEYOND THE AGE OF 70 FOR ACADEMIC EMPLOYEES.** Article 15.6 of *Title 5* of the *California Code of Regulations*, effective June 6, 1980, provides for continued employment of academic employees beyond the age of 70 years. While PERS no longer recognizes a mandatory retirement age of 70, the CSU requires an annual certification to continue in academic employment beyond the age of 70.

The following policy was approved by the Academic Senate on May 5, 1981, and by the President on May 15, 1981. (S81-77)

Certification of faculty aged 70 or over shall be based on annual evaluations of teaching effectiveness by the departmental hiring, retention and/or tenure committees and by students. Based on these evaluations, a letter of recommendation shall be forwarded from the hiring, retention and/or tenure committees to the chair, the dean and the Associate Vice President for Faculty Affairs.

Both the operational and forwarding procedures for certification of faculty aged 70 or over, and the general principles guiding such certification procedures, shall be the same as those procedures and principles for retention and tenure recommendations set forth in this manual, Chapter Two, Section 6. The sole criterion for certification shall be teaching effectiveness. For faculty whose primary assignment is other than teaching, the sole criteria shall be effectiveness in assignment.

End of Academic Senate policy S81-77

Each tenured member of the faculty, who reaches the age of 69 years shall be officially notified that if he/she wishes to continue to be employed beyond the age of 70, he/she shall notify the Associate Vice President for Faculty Affairs in writing no later than the end of the fall semester of the year preceding the 70th birth date.

The President or designee shall decide whether to grant certification after consideration of recommendations based on administrative and peer review. Certification shall be granted to the academic employee whose job performance is standard or above. (*Title 5*, Chapter 1, Subchapter 7, Article 15.6.)

- 14.0 **FACULTY EARLY RETIREMENT AND PRE-RETIREMENT REDUCTION IN TIME BASE.** Under the Faculty Early Retirement Program, an eligible faculty member actually retires but, subject to certain conditions, is entitled to teach one semester a year at the preceding year's time base or two semesters a year at fifty percent of the preceding year's time base. This program is governed by Article 29 of the Agreement. Under the Pre-retirement Reduction in Time Base Program, a faculty member does not retire, but may teach one-third, one-half or two-thirds and, at the same time, accumulate service credit toward retirement as though working full time. The pre-retirement program is governed by Article 30 of the Agreement. The two programs are quite different. Interested faculty should contact the Office of Faculty Affairs and Personnel Services to explore the relative advantages and disadvantages of each one with respect to salary and benefits.

Faculty members who plan to participate in either the Early Retirement Program or the Pre-Retirement Program must submit a written statement to the Associate Vice President for Faculty Affairs via the

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department chair and school dean at least six months prior to the effective date. Participation in the Early Retirement Program must commence at the beginning of the academic year. The Pre-Retirement Reduction in Time Base Program may start either at the beginning of the academic year or fiscal year.

- 15.0 **EMPLOYMENT OF RETIRED FACULTY.** Public Employees' Retirement System (PERS) regulations contained in the Government and Education Codes permit the employment of retirees under certain conditions without reinstatement from retirement or loss of retirement benefits.

Restrictions with respect to the maximum number of working days and amount of compensation apply to those who may be appointed to teach during a regular semester, Summer Session and/or Extension Division if they retired under PERS. (There is a dollar limit for STRS.) If an appointee is retired but not under one of these retirement systems, the restrictions do not apply in The California State University system.

Additional information about the employment of retired faculty may be obtained from the Office of Faculty Affairs. Information about retirement benefits may be obtained from Personnel Services.

- 16.0 **EMERITA/EMERITUS STATUS.** The following policy was approved by the Academic Senate on March 24, 1987, and by the President on March 27, 1987. (S87-147)

At the time of full service retirement the title Emerita/Emeritus shall be conferred on every tenured member of the faculty who has served the University for at least ten years in full-time employment or the aggregated equivalent of at least ten years of full-time in part-time employment. In cases of disability retirement, the Vice President for Academic Affairs may confer Emerita/Emeritus status.

Each spring, those faculty members receiving the Emerita/Emeritus title shall be invited to sit at the graduation ceremonies. Their names shall appear in the commencement program.

Basic privileges of Emerita/Emeritus status shall include: an Emerita/Emeritus faculty identification card; use of the University library and any special faculty facilities in the library; use of University recreational facilities; listing in the University *Bulletin*; free admission to University athletic and cultural events; invitations to participate in all public ceremonies of the University; invitations to participate in all social functions sponsored by the University; and other privileges designated by the President.

Emerita/Emeritus faculty are encouraged to participate in the academic life of their department or the library as well as to continue their own scholarly activities. If in either of these capacities they continue to work at the University, an attempt will be made to offer them the following extended privileges:

- Free parking, if available, after all active faculty and staff members have had their parking needs met. For further information contact the Office of the President;
- Office and/or laboratory space allocated by the individual department chair or library director after all space needs of their active faculty members have been met;
- Modest clerical support after all clerical needs of the active faculty members have been met; and
- Right to administer grants, contracts, or other research projects funded by resources outside the CSU system.

Emerita/Emeritus faculty will be encouraged to participate in service to the University through invitations to consult on policy, procedures and curriculum planning. These Emeritae(i) faculty are defined by the University as voluntary employees (under the provisions of the classifications and qualification standards of the Trustees of The California State University [class code 0050]).

End of Academic Senate policy S87-147

- 17.0 **LAYOFF AND SENIORITY POINTS.** Seniority points and layoff are governed by Article 38 of the Agreement. The necessity for layoff may arise from a lack of work, lack of funds, or programmatic change.

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- 17.1 DEFINITION.** Seniority points are a numerical value that determines layoff order. Points are computed at the rate of 12 points per year for full-time, tenured employees with continuous service. Layoff order is calculated within a department or equivalent unit for tenured academic employees, within class for academic-related and administrative employees, and within either department or class for academic-administrative employees. The placing of academic-administrators in either a department or class for seniority purposes is not optional, but based upon the designation given at the time of hire or in the last position held prior to being appointed academic-administrator.

"Continuous employment" is that which is not interrupted by breaks in service. Voluntary resignation, resignation during probation, disciplinary dismissal, termination of temporary appointment, automatic resignation (AWOL), and service retirement are all considered to be breaks in service, while breaks between semesters and leaves with or without pay do not interrupt continuous employment.

17.2 SENIORITY POINTS POLICY BY CATEGORY OF EMPLOYEE

Academic. Seniority is based on the length of continuous service on campus. While seniority points accrue to faculty only at the time of tenure, credit towards seniority is counted from the date of initial appointment to continuous service, including probationary and lecturer time. Only continuous lecturer time immediately prior to hire for a tenure-track position is credited towards seniority; part-time continuous lecturer service is prorated in proportion to the time base of each appointment.

Academic-Administrative. Academic-administrative appointments are made at the pleasure of the President and carry no tenure. Employees who serve in these categories may accrue seniority points, however, and be tenured within either a department or class. They are then ranked within the department or class according to the guidelines established for other employees. Deans, vice presidents, directors, and academic specialists are among those considered to be academic-administrators.

Pre- and Early Retirement. Seniority points for faculty on the pre-retirement reduction in time base program are credited at a rate equal to full-time continuous service and are not prorated. Faculty on early retirement are also credited on a continuous service basis, but the number of points given is prorated, based on the proportion of time actually taught to full-time service, or a maximum of six points per year.

- 17.3 CALCULATING SENIORITY POINTS.** The number of seniority points accrued depends upon the date of current continuous employment; the percentage of time worked, including leaves with pay; and the percentage of leave without pay that has been approved for credit towards seniority. Points are calculated for the class to which the employee is appointed and paid, regardless of the actual assignment.

Seniority points are currently calculated on the basis of a maximum of twelve points per year. Adjustments are made to establish parity between fiscal, ten-month, and academic year employees with a comparable number of points being awarded for each pay period to bring the total to twelve points per year. When there is a break in service, the number of seniority points is reset to zero.

Prior to September 1978, all service was counted towards seniority, including leaves with and without pay, sick leave and industrial disability leaves; only non-industrial disability leave was excluded by law. After September 1978, leaves with pay, professional leaves with pay, military leaves and industrial disability leaves are automatically counted for credit; personal leaves with pay are not counted toward seniority; and non-industrial disability leaves are excluded for credit by law.

Leave With Pay (LWP). All leaves with pay are automatically credited towards seniority in proportion to the time base of the leave.

Leave Without Pay (LWOP). Credit towards seniority is granted only for professional leave without pay. Personal leaves with pay are not considered breaks in service, but they are not counted toward seniority.

- 18.0 ACADEMIC AFFIRMATIVE ACTION.** The following policy was approved by the Academic Senate on November 20, 1984, and by the President on December 10, 1984. (F84-124)

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Introduction. An Affirmative Action Policy for San Francisco State University was first issued in September 1971, in conformity with federal legislation. Revisions were made in 1975 and further revisions were made in 1983 to conform to the revised CSU policy statement of 1980.

Federal law (Title VII of the Civil Rights Act of 1964 and Executive Orders 11246 and 11375) regarding employment for minority group members and women requires that we initiate an effective Affirmative Action Program. San Francisco State University has long had a commitment to non-discrimination, referred to as Equal Opportunity Employment, which depended on good-faith efforts for enforcement. It is now the policy of The California State University adopted by the Board of Trustees to go beyond the "non-discrimination" of Equal Opportunity and to encourage positive efforts towards opportunities for employment and advancement of women, members of minority groups, the disabled, disabled veterans, and veterans of the Vietnam era. In accordance with this policy and federal guidelines, we have set realistic Affirmative Action Program goals and have developed plans which enable us to make substantial progress toward those goals; we maintain detailed statistics by which to demonstrate such progress and complete a Federal Compliance report as required.

The concept of Affirmative Action Programs includes knowledge of where we are now; goals for where we should be; and immediate, imaginative, and sustained efforts to devise recruitment, training, and career advancement programs that will result in wider representation of the above mentioned groups. It also requires frequent evaluation and analysis to insure that implementation of the plans continues.

- 18.1 **GENERAL POLICIES.** The Trustees of The California State University adopted this Policy Statement on Nondiscrimination and Affirmative Action in Employment in 1980.

All personnel shall be hired in full compliance with Title VII of the Civil Rights Act of 1964, on the basis of Executive Orders 11246 and 11375 and according to The California State University Policy Statement of Nondiscrimination and Affirmative Action in Employment and the 1983-86 Agreement of the California Faculty Association and The California State University. The policy of CSU states in part:

Nondiscrimination. It is the policy of the CSU to provide equal employment opportunities to all applicants and employees regardless of race, color, religion, national origin, sex, sexual preference, marital status, pregnancy, age, disability, disabled veterans or Vietnam era veterans status. Employment, retention, and advancement of employees shall be based on merit and be responsive to the needs of the CSU for quality and excellence.

Affirmative Action. It is the policy of the CSU to promote employment opportunities for the following groups thereafter referred to as affirmative action groups: women, members of minority groups, the disabled, disabled veterans, and veterans of the Vietnam era. In accordance with Executive Order 11246, minority group members are defined as Afro-Americans, Hispanic Americans, Native Americans, and Asian-Americans; Executive Order 11375 added women by amendment.

In addition, policies specific to San Francisco State University include the following:

In selecting among candidates equally qualified for a particular position in disciplines where there is an under utilization of ethnic minorities and women, the affirmative action candidate must be selected.

There shall be no blanket prohibition against employment of close relatives. However, no one may serve in capacities where he/she is required to supervise, have fiscal responsibility for, or make decisions on or influence the personnel status of any close relative. (The CSU document describes "close relative.")

Compliance with the program will be measured by good-faith actions and by the rate of progress towards our immediate and long-range affirmative action goals. Failure by schools, divisions, and

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departments to make satisfactory progress will result in review and action by the Vice President for Academic Affairs including restriction of faculty positions and other budgetary allocations.

The University supports the hiring of candidates who are qualifiable for either the doctoral degree or its equivalency with the proviso that the requisite of either the doctoral degree or equivalent be met prior to the candidate's receiving tenure as stated in the *Faculty Manual*.

Each department will comply with the University's Affirmative Action Program, to overcome the "under utilization" of faculty (having fewer ethnic minorities and women than would be expected as determined by the Affirmative Action Coordinator).

18.2 GENERAL RESPONSIBILITIES. The President retains overall responsibility for affirmative action at San Francisco State University.

The President is assisted by two Affirmative Action Committees, one for non-academic employees and one for academic employees. If necessary, the President can convene both committees as the Joint Affirmative Action Committee or in joint sessions.

The President will use his/her best efforts to assure that resources are available to administer the affirmative action program in a positive and effective manner. The President will designate an individual as Affirmative Action Coordinator who shall have responsibility for coordinating the affirmative action program.

The Affirmative Action Coordinator works with an Academic Affirmative Action Committee (AAAC) and the Non-Academic Affirmative Action Committee (NAAAC) in conducting reviews and making recommendations to the President. Among the Coordinator's functions are to:

- Assist all schools, departments, and non-academic units in developing affirmative action programs;
- Assist the departments and units in their active searches for candidates from affirmative action groups;
- Work closely with that person designated by the Vice President for Academic Affairs to coordinate affirmative action activities in academic affairs;
- In conjunction with the AAAC, make recommendations to the Vice President for Academic Affairs regarding affirmative action compliance in hiring, retention, tenure, and promotion decisions;
- Assist departments by the collection of ethnic minority and female availability data to be used in establishing guidelines for utilization;
- Collect, review, and maintain basic information, policies, and procedures concerning ethnic background, sex, disability, job classification, salary level, etc., for all employees; and provide meaningful analysis and dissemination of such data;
- Provide for counseling of employees and applicants who believe they have been discriminated against because of race, color, religion, sex, disability, or national origin to resolve informally the matters raised by them.

These affirmative action guidelines will be under periodic review by the Affirmative Action Committees and the Affirmative Action Coordinator. Suggested policy changes will be sent to the President for referral and consideration by the appropriate individuals or organizations.

18.3 RESPONSIBILITIES OF THE ACADEMIC AFFIRMATIVE ACTION COMMITTEE (AAAC). The San Francisco State University goal is to achieve within each department and administrative unit as a whole, a diverse, multi-racial faculty of both sexes capable of providing for excellence in the education of its students and for the enrichment of the University community. It is the responsibility of the Academic Affirmative Action Committee in conjunction with the Affirmative Action Coordinator to monitor departmental efforts to comply with affirmative action regulations.

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In order to comply with the Revised Executive Order #4, affirmative action goals and programs must be established. The AAAC, in conjunction with the Affirmative Action Coordinator, reviews the written report of affirmative action program goals set by each department and administrative unit. Review is based on an analysis of current utilization in relation to availability, as determined by the Affirmative Action Coordinator, of minorities and women. This analysis is made for all academic ranks and for tenure/tenure-track or lecturer appointments. The AAAC, in conjunction with the Affirmative Action Coordinator, reviews the progress toward achievement of affirmative action goals set the preceding year by each academic department.

The AAAC insures that nondiscriminatory hiring, retention, tenure, and promotion policies are followed. The AAAC will review hiring, retention, and promotion decisions to insure that they do not result in inadvertent discrimination.

The AAAC, in conjunction with the Affirmative Action Coordinator, will investigate complaints of those who feel that they have been discriminated against on the basis of the Policy Statement on Nondiscrimination and Affirmative Action in hiring, retention, tenure, and promotion decisions. Recommendations will be made to the President via the Affirmative Action Coordinator. Such investigations in no way replace or substitute for the regularly established University grievance procedures, which must be used in order to exhaust administrative remedies. Where the provisions of this policy are in conflict with the Agreements reached pursuant to Chapter 12 (commencing with Section 3560) of Division 4 of *Title 1* of the Government Code, the Agreements shall take precedence.

The AAAC will make two reports annually. In the fall of each year, the Committee presents an analysis to the President, the Academic Senate, and the faculty of the progress toward achievement of affirmative action goals on this campus for the preceding year, the preceding five years, and the preceding ten years. In the spring of each year, the Committee presents to the President and the Academic Senate a report on its activities for the preceding year.

18.4 RESPONSIBILITIES OF DEPARTMENT CHAIRS. It is the responsibility of each department chair to:

- Assure that the selection criteria for faculty positions realistically reflect the knowledge, skills, abilities, and experience necessary to perform the job, and that the criteria do not artificially screen out affirmative action groups;
- Identify barriers to equal opportunity and eliminate illegal discrimination in hiring, promotion, and tenure and to make a good faith effort to alleviate under utilization of protected groups described earlier;
- Provide opportunities for affirmative action groups to serve on committees, and to participate on an equal basis with all other faculty in all the department's academic affairs;
- Monitor the working conditions of all faculty to assure equity in space allocation, class scheduling, and other assignments;
- Assure that hiring, retention, tenure and promotion committee members, department staff, and coaching track advisory committee members involved in personnel actions comply with this policy statement, the Hiring Policy, and the Employment of Temporary Faculty Policy; and
- Provide leadership in the implementation of affirmative action policies.

18.5 RESPONSIBILITIES OF DEANS. It is the responsibility of each dean to:

- Allocate available resources in an equitable manner to departments in support of this policy;
- Assure compliance by each department with provisions of all affirmative action policies and procedures including timely submission of the required documentation of compliance to appropriate sources; and
- Provide leadership in the implementation of affirmative action, and consider the success in implementing affirmative action policies and procedures in the evaluation of department chairs.

Faculty Employment Policies and Procedures

18.6 PROCEDURES FOR AND IMPLEMENTATION OF ACADEMIC AFFIRMATIVE ACTION POLICIES.

The Academic Affirmative Action Committee shall work with the Affirmative Action Coordinator and shall be advisory to the President. The committee shall consist of eleven faculty members: six members will be selected by the faculty, three members will be appointed by the President, and two members will be elected by the committee. The terms, which will be staggered, will be for two years.

In order to prepare its report, the AAAC evaluates the program goals established and the progress toward achievement of these goals. The AAAC reviews written reports of utilization and goals for training, hiring, and promotion and advises as appropriate. At the beginning of the fall semester, the Affirmative Action Coordinator will prepare summaries of tenure/tenure-track and lecturer hires, termination, tenure, and promotion decisions.

In order to assure that the hiring process adheres to affirmative action principles, the Affirmative Action Coordinator either approves the search plan for tenure-track candidates or suggests modifications needed to assure nondiscrimination. No formal search for tenure-track candidates can begin until the recruitment plan is approved. At the beginning of the fall semester, the AAAC will review a statistical summary of all lecturer appointments. This review shall be included in their report.

In order to assure that the promotion process adheres to affirmative action principles, the University Promotions Committee provides the AAAC a complete statistical report including breakdown by sex, ethnicity, and disability of faculty it recommends.

The Associate Vice President for Faculty Affairs routinely advises the Affirmative Action Coordinator of any terminations or non-reappointments of women, minority, or disabled faculty members in tenured/tenure-track positions.

Any complainant, or his/her representative, who feels he/she has been discriminated against on the basis of a violation of the policy of Nondiscrimination and Affirmative Action, as stated in the CSU Policy Statement, may file an oral or written complaint in accordance with Executive Order 419. In addition to the procedures available to all employees, a supplementary fact-finding advisory meeting option exists for faculty.

Where the provisions of this policy are in conflict with the Agreements reached pursuant to Chapter 12 (commencing with Section 3560) of Division 4 of *Title 1* of the Government Code, the Agreements shall take precedence.

End of Academic Senate policy F84-124

- 19.0 **NONDISCRIMINATION ON THE BASIS OF HANDICAP.** The California State University does not discriminate on the basis of handicap in the educational programs or activities it conducts. Section 504 of the Rehabilitation Act of 1973, and the administrative regulations adopted thereunder, prohibit discrimination on the basis of handicap in education programs and activities operated by San Francisco State University. Such programs and activities include admission of students and employment. Inquiries concerning the application of Section 504 to programs and activities of the University involving students may be referred to the Vice President for Student Affairs who is the campus officer assigned the administrative responsibility for reviewing such matters.

Faculty Affirmative Action Program for the Handicapped, Disabled Veterans, and Vietnam-Era Veterans. It is the policy of San Francisco State University to assure equal employment policies and practices for faculty who are handicapped in conformance with Sections 503 and 504 of the Rehabilitation Act of 1973. Inquiries about the provisions of this Act should be directed to the campus Affirmative Action Office.

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This policy provides that persons who are covered by this Act are assured of equal consideration in the areas of recruitment, hiring, promotion, award of tenure, rate of pay, fringe benefits, termination, and privileges of employment.

Definitions. "Handicapped individual" is any person who (a) has a physical or mental impairment which substantially limits one or more of such person's major life activities; (b) has a record of such impairment; or (c) is regarded as having such an impairment. A person is "substantially limited" if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of a handicap.

Reasonable Accommodation. This Act also provides that the campus shall make "reasonable accommodation" to the known limitation of an otherwise qualified handicapped applicant or employee unless the accommodation would impose an undue hardship on the campus.

"Reasonable accommodation" may include (a) making facilities used by employees readily accessible to and usable by handicapped persons, and (b) job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters, and other similar actions (Section 84.12).

Faculty who wish to make requests under the "reasonable accommodation" provision should do so through their department chairs or school deans.

FACULTY SALARY AND BENEFITS

- 1.0 **FACULTY SALARY PLAN.** Faculty salaries are based upon a schedule of twenty steps established by The California State University through procedures governed by Article 31 of the Agreement. For probationary and tenured faculty, the determination of salary depends upon academic rank. Salary differentials are also possible in selected hard-to-hire disciplines.
- 1.1 **ACADEMIC YEAR FACULTY SALARY PLAN (PAY WARRANTS).** Academic year faculty are required to work five months each semester during which time specific scheduled work days are established by the President. The calendar for each academic year is available in the department office. For each five-month semester of approximately eighty-two working days, faculty are paid six monthly salary warrants.

Faculty who are employed for two semesters during the same academic year and begin employment on the first scheduled academic working day, are not absent any scheduled working days resulting in a salary dock, have no change in fraction of employment during the two semesters, will receive twelve salary warrants. Those faculty employed for the academic year will receive their final two checks on or about August 1 or September 1.

Faculty who are employed for the fall semester only will receive 1/12th of the annual salary for the first five months of that semester, plus a sixth salary warrant approximately a month after separation. Faculty who are employed for the spring semester only will receive 1/12th of the annual salary for the first five months of the semester, plus a sixth salary warrant on or about August 1. Faculty who are first appointed for the spring semester and then reappointed for the following fall semester, will not receive their final salary warrant until clearance procedures have been completed.

- 1.2 **PAY DAYS.** The Staff and Faculty Pay Day Schedule is available in department offices. School or department office secretaries distribute salary warrants in the afternoon of the last day of each pay period. The last day of each pay period does not always fall on the last day of the month.

New faculty in attendance on the first scheduled academic work day of a semester will receive the first salary warrant approximately October 1 for the fall semester, approximately March 1 for the spring semester.

Faculty should review each month the pay warrant deduction statement which accompanies their pay warrant to make sure their deductions are accurate. This is the employee's responsibility and if any unexplained change occurs, the employee should notify Personnel Services immediately.

- 1.3 **FACULTY SALARY DOCKS.** When faculty members miss a scheduled academic work day because of a late start in employment or an absence not covered by paid leave, it is necessary to dock the salary. A faculty salary dock occurs in two increments. The first increment, which is partial, occurs during the month in which the absence takes place. The second increment will occur during the month the sixth salary warrant is issued. The combination of the two increments will be equivalent to a reduction in salary for that semester by the fraction of academic working days missed during the total semester; i.e., if the semester has eighty-two working days, the total dock for one day missed will be 1/82nd of the salary for six months. For more specific information, please contact the Payroll Office.

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2.0 EMPLOYEE BENEFITS.

- 2.1 **BASIC EMPLOYEE BENEFITS.** To be eligible for most employee benefits, faculty must be appointed at a timebase of .50 in an appointment that exceeds six months. Lecturers and coaches, at the time of appointment, must be hired for one complete semester at .40 or more in order to qualify for participation. If there is a loss of eligibility, contact Personnel Services for information concerning continuing benefits plans under COBRA (Consolidated Omnibus Budget Reconciliation Act) provisions. Any other questions regarding eligibility for benefits should be directed to Personnel Services.

Enrollment. New faculty are required to enroll no later than the sixtieth calendar day of eligibility. Faculty who do not enroll by the sixtieth day of employment must wait until an annual "open" enrollment period. Coverage becomes effective the first of the month following the date of enrollment for health plans but does not become effective for dental and vision plans until the deduction description appears on the pay warrant. The University contributes substantial allowances for benefits plans and for many plans, faculty are not charged premium rates. Contact Personnel Services for current premium rates.

Basic Benefits Information. General information on health, dental, vision, retirement and disability plans and various summaries and booklets detailing the specific plans, are available through Personnel Services. Questions on claims and settlement of claims should be directed to the individual carrier or agent whose names and telephone numbers are listed on the brochures available in Personnel Services. All additions, deletions, or miscellaneous changes in the number of dependents or the status of dependents should be reported to Personnel Services as soon as possible. This is particularly important when a change affects the premium rate. Substantial retroactive deductions and evidence of insurability to the carrier may be involved if this information is not reported on a current basis.

Health Plans. There are several health plans available. Faculty may choose among health maintenance organizations or preferred provider plans.

Dental Plans. There are two types of plans available for participation by eligible faculty.

Vision Plan. A vision plan is available for participation by eligible faculty.

Life Insurance. For faculty who are members of the Public Employee's Retirement System (PERS), a \$5,000 term life insurance benefit plus six months pay is provided through the University retirement system payable to a beneficiary if death occurs before retirement. In addition, a \$50,000 group term life insurance plan will be available to eligible faculty in 1990.

Voluntary Insurance Programs. In addition to basic benefits plans, there are other voluntary insurance plans available through payroll deduction. The insurance plans include life, disability, accidental death/dismemberment, automobile, home owners, cancer and emergency travel assistance. Information concerning these plans may be obtained from Personnel Services.

Dependent Care Program. Faculty may create a pre-tax account through payroll deduction and receive reimbursement from the account in order to provide for the payment of dependent care expenses.

- 2.2 **DISABILITY COVERAGE.** Both industrial and short-term nonindustrial disability insurance is available for faculty.

Workers' Compensation/Industrial Disability Leave. All employees of the University are fully insured under Workers' Compensation law against any injury/illness arising out of or in the course of employment. The law provides for 100% coverage of all reasonable charges incurred for hospital, medical, and surgical services received in connection with such injuries/illnesses.

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Under certain conditions, benefits may also be payable for time missed from work as a result of injury. This benefit provides for a partial recovery of salary loss.

All job-related injuries or illnesses must be reported promptly to the immediate supervisor (department chair) and a claim form must be submitted to Personnel Services. The Student Health Services provides first aid treatment for all work-related injuries. Once the State Compensation Insurance Fund (SCIF), the State's agent for industrial disability claims, makes a determination that the reported injury or illness is work-related, the employee is entitled to the benefits provided in Worker's Compensation Law.

Workers' Compensation Benefits Options: Temporary Disability (TD); Temporary Disability with supplementation of sick leave; Industrial Disability Leave (IDL). All employees may submit form #002A to Personnel Services to designate the name of his/her personal physician for cases of Workers' Compensation. If such a form is not on file, the employee must see a University designated physician.

Nonindustrial Disability Insurance. Faculty may be eligible for an employer-paid short term disability benefit wage continuation program. The following categories of faculty are eligible for nonindustrial disability insurance: full-time tenured or probationary faculty who are members of PERS or STRS; part-time faculty who are members of PERS or STRS and who are appointed half-time or more for one year of service or one academic year or more; and eligible faculty whose injuries or illnesses are not work-related and who have exhausted sick leave.

Applications are processed by Personnel Services and must be approved by the State Employment Development Department.

Disability Retirement. Members of the University retirement system are eligible for disability retirement if they are unable to perform the duties of the position due to illness or injury and have at least five years of full-time service credit in the retirement system. Benefits are calculated using a formula of years of service, age and salary.

- 2.3 **RETIREMENT.** The Public Employees' Retirement System (PERS) is the State of California retirement system in which San Francisco State University participates. It is coordinated with Federal Social Security. Membership is mandatory for those persons employed full-time or at a timebase of .50 for a period of employment of one academic year. PERS is a Defined Benefit Plan and the benefits are calculated using the following formula: (years of service) x (age factor) x (average salary). Employees may retire at age fifty with five years of service credit.

Social Security. Social Security (OASDI) deductions are coordinated with Public Employees' Retirement deductions. All employees in one or more positions which total 50% or more are required to contribute to Social Security and the retirement system unless specifically exempted by the retirement law. All employees, whether or not contributing to Social Security, must contribute to Medicare.

Pre- and Post- Retirement Work. Faculty may be eligible to work under three types of employment plans related to retirement: Pre-retirement Reduction in Time Base Program; Faculty Early Retirement Program; and Post-retirement Program.

The Pre-retirement Reduction in Time Base Program (PRITB) allows academic employees to phase into actual retirement through reduction in time base to an average of two-thirds, one-half, or one-third of full-time while maintaining full retirement and other benefits for a maximum period of five years. See Chapter Two, Section 14.0.

The Faculty Early Retirement Program (FERP) allows tenured faculty to elect service retirement and teach part-time or one semester each year for a period of time established in the Unit 3 Faculty Collective Bargaining Agreement. See Chapter Two, Section 14.0.

Faculty Salary and Benefits

The Post Retirement Program allows retired faculty, with University approval, to be employed and compensated ninety days a year or up to 50% of hours worked prior to retirement in the fiscal year.

2.4 MISCELLANEOUS BENEFITS.

Tax Shelters. The Tax Deferred Annuity and Deferred Compensation Programs permit all faculty to select an amount by which their gross salary can be reduced and tax-sheltered. The tax sheltered portion of gross income is not included as part of the gross earnings for State and Federal tax purposes. The programs are available through payroll deduction. There are over 100 plans available to employees. Further information can be obtained from Personnel Services.

California State Employees' Credit Union No. 2. Credit Union membership is open to all faculty. Informational brochures and membership applications are available in Personnel Services.

Direct Deposit. Faculty may take advantage of direct deposit procedures for pay warrants. Contact the Payroll Office for details.

Home Loan Programs. There are two home loan programs available for faculty, PERS Home Loan Program and IMCO. Brochures are available in Personnel Services.

Unemployment Insurance. Unemployment insurance may provide faculty a weekly income when they are out of work through no fault of their own. If faculty become unemployed, they should contact the nearest employment development department for eligibility and claim filing information.

Fee Waiver Program. Article 26 of the Agreement governs fee waiver. All tenured faculty and full-time probationary or temporary faculty are eligible for the fee waiver program.

Eligible faculty may take up to six units of courses in any regular fall or spring semester at San Francisco State University (excluding Extension) for \$3.00. The courses must be either job-related or part of a career development plan. Academic employees should contact the Associate Vice President for Faculty Affairs for information and procedures. Registration packets are available in Personnel Services prior to the CAR registration period each semester.

It is the policy of this University that members of the faculty are not eligible to work toward advanced degrees at either the master's or doctoral level at this University. No employee of the University may register and earn credit in any graduate class in which he/she has some work related assignment, unless prior approval has been obtained from the Dean of Graduate Studies.

2.5 **ENROLLMENT AND CANCELLATION IN EMPLOYEE ORGANIZATIONS.** The California Faculty Association (CFA), as the exclusive representative of faculty unit employees, is the only faculty organization for which payroll dues deductions may be arranged. Personnel Services and the Payroll Office are specifically prohibited by state law from accepting applications for enrollment and/or cancellation for employee organizations from campus employees. All such applications must be processed using Controller's Division Form No. 88 directly through the organization or its campus representative.

3.0 **LEAVES OF ABSENCE.** Faculty may be granted leaves of absence, with or without pay, under a number of plans appropriate to differing circumstances. Categories of leave with pay are: sabbatical leave (new plan leave with pay), difference in pay leave (old plan leave with pay), sick leave for illness of employee or, under certain conditions, of a member of the immediate family (if the faculty member has a sick leave balance credited to his/her account), leave for jury duty, temporary military leaves, and leaves due to death in the family. Leaves without pay may be granted for special service elsewhere, or for military duty.

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3.1 PROFESSIONAL LEAVES WITH PAY

Eligibility for Professional Leaves with Pay. Eligibility is governed by Articles 27 and 28 of the Agreement, Sections 27.2 and 28.4:

"A full-time faculty unit employee shall be eligible for [professional leave with pay] if he/she has served full time for six years at that campus in the preceding seven year period prior to the leave and at least six years after any previous sabbatical leave or difference in pay leave. Credit granted towards the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a [professional leave with pay]. A leave of absence without pay or service in an academic administrative appointment excluded from the bargaining unit shall not constitute a break in service for eligibility requirements."

Leaves with Pay Policy. The following policy was approved by the Academic Senate on March 11, 1981, and by the President on May 21, 1981. (S81-18)

Purposes of Sabbatical [and Difference in Pay] Leaves. The purpose of the leave with pay is to enable a faculty member to undertake professionally related activities which cannot be undertaken in the course of the person's full-time University responsibilities. Such leaves should result in developing the skills, the understanding, and professional satisfactions of the individual, thereby benefiting the University.

The leave with pay shall be granted for the purpose of research, creative activity, general study and/or travel in connection with any of the above. Other purposes with potential for service to the University are equally appropriate. No one of the above mentioned purposes for a leave should be given priority.

Deadlines. The leave application is to be completed by the applicant, notarized and filed in the appropriate school office by the last working day in October for submission to the school or library Leaves with Pay Committee. The original copy of the application shall be forwarded to the Office of the Vice President for Academic Affairs who will certify eligibility of the applicant and inform the school committee.

Types of Leaves Available. There are two types of leave available.

- A. New plan (sabbatical) leaves may be awarded for one semester with full pay; or for two semesters with half pay.
- B. Old plan (difference in pay) leaves may be awarded for one semester at a difference in pay between the recipient's salary and the salary of a lecturer step 4; or for two semesters at a difference in pay between the recipient's salary and the salary of a lecturer step 4.

Filing of Bond or Waiver of Bond. Final approval of leave of absence with pay will not be granted until the applicant has filed with the University a suitable bond indemnifying the State of California against loss in the event the faculty member fails to render one semester of service for each semester of leave in The California State University following the leave of absence. The bond shall be in the amount of the total salary computed to become due the faculty member during the leave of absence. The bond will be exonerated if the failure of the faculty member to return and render the requisite service is caused by death, physical or mental disability, or dismissal for cause. The obligation to file a bond may be waived by the President after determining that the interest of the State will be protected by a written agreement of the faculty member to return to the service of The California State University as required. Such

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agreement must be accompanied by a statement of attachable assets showing, to the satisfaction of the President, the faculty member's capacity to indemnify the State against loss in the event of failure, through personal fault, to fulfill the agreement. The statement of attachable assets will be filed in the Office of the Vice President for Academic Affairs with the original applications. Copies of this statement will not be distributed to the school or department committees.

Guidelines and Procedures for Awarding Leaves with Pay

Criteria. The intellectual or creative significance of the proposed endeavor. No proposal shall be considered to be of lesser merit because the proposed activities bridge disciplinary lines as they are defined by the departmental/school structure of this University.

The importance and effectiveness of the proposed endeavor in furthering the applicant's professional development. This criterion may be satisfied in many ways including, but not limited to, producing benefits for instructional programs, enhancing the applicant's teaching competence, improving the intellectual and/or creative reputation of the University, and expanding the University's ability to serve the community.

The applicant's background relevant to determining the applicant's ability to carry out the proposed project. This may include consideration of the applicant's professional background, of the applicant's prior interest and experience in the subject to which the project is devoted, and of the applicant's overall ability and reliability in planning and carrying out projects. Since professional development, as referred to in the above paragraph, is not to be restricted to development through research/publication activities, this criterion shall not be applied in such a way that applicants who have had prior opportunity for research/publication necessarily enjoy an advantage because of their greater experience.

The relative importance of the above criteria may be expected to differ from school to school. Therefore, when this policy is initially applied, each school or library Leave with Pay Committee, in conjunction with the school dean/director, shall specify the relative weighting of each criterion in the decision process. This information should be available in writing to all members of the school/library. The relative weightings of criteria for the school/library shall remain in place unless changed by the school Leave with Pay Committee in conjunction with the school dean/director or by a majority vote of those faculty members in the school/library who are eligible to vote for representatives to the Academic Senate. In case the relative weightings of criteria are changed, faculty members must be so notified in writing at least thirty days prior to the date on which application for leaves with pay are due.

Principles of Distribution Within the University. The number of leaves with pay allocated to the University will be distributed on an equitable basis among the schools and the library. The ratio for distribution of leaves will be determined by the numbers of eligible faculty members in the respective schools in relation to the total of eligible faculty in the University. In case there are not enough eligibles in a school to warrant at least one leave with pay, each eligible faculty member in that school will specify another school to which he/she is willing to apply for a sabbatical leave. Such faculty will be included in the number of eligibles which determines the allocation for the host school. In evaluating the application of such a candidate, the Leave with Pay Committee of the host school must consult with a representative designated by the candidate's school. Candidates who do not have a regular appointment in a school or who hold joint appointments in more than one school will apply to, and be counted in the number of eligibles of, the school in which they have served the majority of the instructional time which makes them eligible for a leave with pay. Candidates who have half-time appointments in two schools will choose the school to which they will apply and will be counted in the number of eligibles of that school.

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Not later than the date on which applications for sabbatical leaves are due in the school and library offices, the Vice President for Academic Affairs will determine the projected number of sabbatical leaves for the following year. The projected leaves will be allocated to the respective schools and the library under the guidelines. The Vice President for Academic Affairs will report the projected allocations to the school deans/directors and to the school leave committees. The school deans/directors shall provide the eligible members of their schools with the projection figures and with copies of the procedures.

In the event that sufficient applications are not received by a school, there will be an equitable redistribution of the needed leaves to the other schools based on the relative number of eligibles in each of the other schools. In the event that a school Leave with Pay Committee, together with the school dean/director, decides that the school does not have a sufficient number of meritorious applications to exhaust its allocation, there will be an equitable redistribution of the remaining leaves to the other schools, based on the relative number of eligibles in each of the other schools.

The School Committees. Each school and the library shall elect a Leave with Pay Committee composed of five faculty members who are elected by majority vote of the school. No more than one faculty member shall come from one department or program, unless there are less than five departments or programs in the school or division. Initially three members shall serve for two years and two for one year to stagger the terms. Thereafter, each member shall be elected for a term of two years. The members of the school committee will elect a chair that will serve for one year.

Procedures for Granting New Plan (Sabbatical) Leaves. The school or library committee and the school deans/director shall receive from the department both the recommendations and the rationale for the recommendations on each of the candidates for a leave with pay. Department committee rankings may be included but are not mandatory. However, the policy on whether to use rankings must be uniform through the school. In determining school policy on use of rankings, a vote shall be taken by the faculty within each department. Each department's decision shall represent one vote on the question.

Each department shall develop its own processes for such recommendations and file them in the office of the school dean/director. Processes must include a mechanism for giving feedback to candidates who do not, ultimately, receive leaves.

The school or library committee and the school dean/director each shall draw up a ranked list of all candidates for leaves with pay. The school committee and the school dean/director shall prepare rationales for each ranking. These rationales shall be preserved as information for the candidates, as evidence of the basis on which the school awards sabbatical leaves, and for purposes of appeals, adjudication, and grievances.

If the school committee and the school dean/director disagree in their rankings, they will attempt to work out their differences. The school committee and the dean/director must initially meet to discuss their rankings no later than the last day of the fall semester final examinations. If agreement is not reached by the last working day in the following month (January), the matter will go to adjudication as specified below.

In case there is a need for adjudication, a committee consisting of three faculty members selected randomly from the current list of tenured faculty members will be formed by the Vice President for Academic Affairs and Chair of the Academic Senate. No member of this committee may be a member of a school or library Leave with Pay Committee or a member of any department to which any applicant whose ranking is in question belongs. The sole responsibility of the adjudication committee is to resolve the differences by presenting to the Vice President for Academic Affairs an independent ranking of the candidates. In arriving at

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the independent ranking, the adjudication committee shall use the relative weights of the criteria that have been specified by the candidate's school or library Leave with Pay Committee. The adjudication committee's judgment is binding.

The ranked list of applicants which is agreed to by the school or library Leave with Pay Committees and the school deans/directors will be forwarded to the Vice President for Academic Affairs for the final awarding of Leaves with Pay. Leaves will be granted in conformity with the allocation distribution specified above. In case the Vice President for Academic Affairs disagrees with the rankings of a school, the disagreement shall be resolved in a manner similar to the procedures for resolving disagreements between school or library Leave with Pay Committees and school deans/directors, with the provision that no one who has served on an adjudication committee to resolve a disagreement between a school or library Leave with Pay Committee and a school dean/director shall, in the same year, also serve on an adjudication committee to resolve a disagreement between that school and the Vice President for Academic Affairs. The Vice President for Academic Affairs under normal circumstances shall make the final award. The only exception shall be a situation in which disagreement between the Vice President for Academic Affairs and the school has been decided in favor of the school. At that point, the adjudication committee recommendation shall go forward to the President, who shall make all final awards.

No one who has applied for a leave with pay may serve on any committee which makes recommendations for awarding paid professional leaves.

Guidelines and Procedures for Awarding Old Plan (Difference in Pay) Leaves. Old Plan leaves may be awarded to qualified faculty upon certification by the department chair (or equivalent) and the dean of the availability of funding and of the capability of the department to maintain a quality program in the absence of the candidate for the Old Plan Leave. With the exception of the guidelines and procedures enumerated under the section entitled "Guidelines and Procedures for Awarding New Plan Leaves" above, applicants for Old Plan Leaves shall follow all of the guidelines and procedures in this document including the procedures described below for the faculty members after the award of the leave.

Procedures for Faculty Members After Award of Leave with Pay. Once a leave with pay has been awarded, faculty members shall be obligated to honor the following procedures and requirements:

Service Required Following Leave with Pay. Articles 27.17 and 28.16 of the Agreement specify that an individual awarded a leave with pay must return to the service of The California State University to render one term of service for each term of leave granted.

Compensation to the State in the Event of Incomplete Service to the University Following Leave. Faculty members must understand that failure to return to the University to honor the above obligation will result in forfeiture of bond or in a legal action on the part of the University to recover appropriate compensation. Such action will be waived, however, if failure of the employee to return and render the requisite services is caused by the death or physical or mental disability of the employee.

Additional Income While on Leave with Pay. The following regulations apply to permissible earned income while on Leave with Pay.

- a. Full pay, one semester leaves. Individuals on full pay, one semester leaves are informed that during their periods of leave, only incidental outside earnings are permissible (incidental earnings which are incidental on the Leave with Pay project itself).
- b. Difference in pay and half-pay academic year leaves. Individuals on difference in pay or half-pay leaves for a full academic year should not accept other employment elsewhere,

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although they may receive a research grant or a Fulbright (etc.) or may accept payment for expenses connected with the Leave with Pay project. However, the burden of proof should be on the individual to defend the exceptional circumstances and to demonstrate the worth of such employment. Individuals are not precluded from accepting any employment, but any such employment should be minimal and purely incidental to the Leave with Pay project. Those intending to earn additional income while on leave under this section must receive prior permission in writing from the Vice President for Academic Affairs. No time or dollar values have been or will be established, but employment unrelated to the project and designed primarily to increase income is contrary to policy.

Faculty members who are interested in working rather than carrying out the provisions of the Leave with Pay requirements should request to go on leave without pay.

Check Out Procedures for Faculty Members Going on Leave. Under normal circumstances, faculty members going on leave shall vacate their University office prior to departure. However, faculty members will be permitted to retain their keys. They shall also retain their faculty cards. Library privileges will also remain with the faculty member while he/she is on leave with pay.

Faculty members shall give written instructions to the departmental secretary concerning the disposition of mail.

In the event the faculty member's leave with pay is to be taken in the immediate vicinity of the University, the faculty member may petition for access to his/her office during the time of the leave. Permission to use the office will be given only if the candidate can demonstrate that such use does not inconvenience the regular programs of the University.

Submission of the Leave With Pay Report upon Return. The faculty members must submit to the University President the final report on his/her leave which should:

- Certify to the completion of the project as originally proposed, or modified with approval;
- Specify the manner in which the project benefits the University and its students; and
- Specify the value of the project to other institutions and/or the general welfare.

In addition to the final report, the faculty member must submit a 100 word abstract of his/her project for possible use in various University publications. Normally, this report is due in the sixth week of the semester following the leave. It should be submitted to the department chair, the school dean/director, and the Vice President for Academic Affairs to the President.

End of Academic Senate policy S81-18

3.2 PERSONAL LEAVES WITH PAY

Military Leave. Faculty who receive orders for active military service should submit copies of the orders to the department chair and request a military leave. Determination of eligibility for military leave must be made individually in consultation with Personnel Services. Up to thirty days of emergency military service may be paid leave. If the faculty member qualifies, leave will be arranged according to current University procedures and Article 33 of the Agreement.

Holidays. Holidays are governed by Article 33 of the Agreement. Academic year faculty are entitled to all days designated in the Agreement as academic holidays. These days are not necessarily the same as the holiday calendar for other staff and administrative employees.

In addition, University employees, including academic year faculty, are entitled to one Personal Holiday during each calendar year. It is presumed that in the interest of the instructional program, teaching faculty and department chairs will exercise discretion in scheduling the

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Personal Holiday and, except under unusual circumstances, faculty will not request scheduling of the Personal Holiday on a day when they have teaching responsibilities. Similarly, academic year faculty who do not have teaching responsibilities should exercise care in requesting the Personal Holiday in order to minimize disruption of the campus' instructional program. Personal Holiday credit is eight hours for full-time employees and a proportionate amount of time for part-time employees. The holiday may not be used in increments. If an academic year employee does not use his or her Personal Holiday prior to the end of the calendar year, the holiday will be forfeited.

Sick Leave. Sick leave is governed by Article 33 of the Agreement. Faculty work and are paid on the basis of the total number of academic work days scheduled for the University, not just the days their individual classes are scheduled. Faculty are on work status on each academic work day.

Full-time faculty members earn sick leave on the basis of eight hours per month regardless of the number of scheduled academic days in the month and regardless of the number of days they are assigned classes. Proportionate amounts are earned for part-time service. Sick leave is earned in each month for which a faculty member receives a pay warrant, including, for example, June, July and August and during periods of leave with pay. Sick leave may be accumulated without limit. It is not accumulated during periods covered by leaves without pay, though previous accumulation is retained.

When faculty members are ill and absent on any single academic work day, that day must be charged against accumulated sick leave. When faculty members are ill and away for several days, sick leave is charged for the total number of academic work days during the entire period of illness, not just the days on which the faculty member is assigned classes. Full-time faculty members are charged eight hours per day for each academic work day missed. Part-time faculty members are likewise charged for each academic work day, but at the proportionate rate at which they accumulate credit.

Accumulated sick leave may, under specific conditions, be used for personal health problems, family care, family death, or childbirth.

It is the responsibility of each University employee to report the days he/she is unable to report to work. It is the responsibility of the supervisor of each unit/department/school to insure that absences from work are properly recorded on each employee's attendance report. The supervisor's signature on the Monthly Attendance Report certifies the accuracy of the attendance information.

If a faculty member is absent and his/her classes are covered on an emergency basis by a teaching assistant or another faculty member, he/she still must be recorded as absent. If the employee requests that sick leave be used to cover the absence, it is the responsibility of the supervisor of the area/department/school to verify that it is appropriate to use sick leave.

Sick leave credit accumulates from the beginning date of employment, and it may be used after the employee has completed one month of continuous employment. Sick leave may be used in increments of one hour or more, but may not be used prior to the date on which it was earned.

Vacation. Full-time ten-month and twelve-month faculty unit employees accumulate sixteen hours (two days) vacation credit per month. Part-time ten-month and twelve-month faculty accumulate vacation credit on a pro rata basis.

Miscellaneous Time Off With Pay. Under specific circumstances the University is authorized to grant time off with pay. These circumstances include administrative leave, jury duty, bereavement leave, emergency leave, and leave to vote. Refer to Article 23 of the Agreement.

Chapter Three

- 3.3 STATUS OF BENEFITS WHILE ON LEAVE WITH PAY.** Time spent on leave of absence with pay is not construed as a break in service. Such leave counts as work time in all respects.

Health, dental, and appropriate fringe benefits continue as if the faculty member were not on leave.

Sick leave, service credit toward MSA, seniority points, promotion eligibility, and vacation credit, where applicable, continue to be accrued.

However, retirement service credit for a leave with reduced pay is granted in the proportion that the reduced pay bears to the faculty member's regular full-time pay. Following return from a leave with reduced pay, the individual may elect to receive full service credit for the leave. The employee will have to contribute to the Public Employees' Retirement System (PERS) the difference between the employee and employer contributions that would have been made had the employee worked full-time less the contributions actually made during the leave period by both employee and employer. In such cases, the faculty member should contact Personnel Services to initiate the request for a determination from PERS of the amount of contribution required to receive full service credit for the period of leave.

- 3.4 PROFESSIONAL LEAVES WITHOUT PAY.** Professional leave without pay is governed by Article 22 of the Agreement. The Vice President for Academic Affairs may grant professional leave without pay to faculty members who receive an opportunity to engage in significant service elsewhere. Such opportunities include the award of special grants or fellowships, or significant service in governmental or international agencies. Under Article 22.12 of the Agreement, professional leave without pay may not be taken for outside employment. Outside employment, defined as remunerative activity that does not contribute to the campus, is considered personal leave without pay. Requests for a professional leave without pay require approval by the department chair, school dean, and Associate Vice President for Faculty Affairs prior to the leave.

Full-time leaves without pay may be granted for up to two years. Additional years of leave without pay may be granted one year at a time subject to special consideration. Faculty members who wish a leave without pay immediately following a leave with pay must consult the Associate Vice President for Faculty Affairs.

Seniority points credit is given for professional leave without pay. In addition, up to one year's credit toward MSA increase, sabbatical eligibility, and service credit toward probation may be granted. No credits accrue for personal leaves without pay. See Chapter Two, Section 6.5, Operational Calendar for Retention and Tenure Recommendations.

- 3.5 PERSONAL LEAVES WITHOUT PAY.** Personal leaves without pay are governed by Article 22 of the Agreement.

Outside Employment/Voluntary Reduction in Time Base. Tenured/tenure-track faculty who voluntarily reduce their time base in order to pursue outside employment or other personal interests are considered to be on personal leave without pay, whether full-time or part-time.

No MSA increase, leave with pay eligibility, or tenure eligibility credit accrues for faculty on full-time or part-time personal leave without pay. Seniority points, sick leave, vacation, and retirement credit accrue in accordance with the time base worked.

Maternity/Paternity Leave. Tenured and probationary faculty shall upon request be granted a leave of absence without pay for a period of up to one calendar year for the purpose of pregnancy, childbirth, and recovery. The Associate Vice President for Faculty Affairs may grant an extension of maternity/paternity leave upon request. Time spent on leave of absence for

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childbearing purposes is treated in the same manner as all other personal leaves without pay. After fifteen working days, the faculty member must continue health, dental, and vision benefits at her/his own expense.

As long as the employee is capable of performing her duties, she is not required to take a leave of absence due to maternity.

- 3.7 **Status of Benefits While on Leave Without Pay.** No sick leave, vacation, or retirement credit accrues during full-time leave of absence without pay. Faculty taking partial leave without pay should be aware of the potential impact of the leave on their benefits. Direct payment must be made to the carrier by an employee on leave of absence without pay in order to maintain health benefits and other voluntary payroll deductions. Faculty concerned about the potential impact of leave without pay on their benefits should contact Personnel Services for assistance.
- 3.8 **Credit for Leave Without Pay Toward Leave With Pay Eligibility.** Leaves without pay taken by tenured/tenure-track faculty do not constitute a break in service for qualifying for leave with pay.

Professional leave without pay may be credited toward leave with pay eligibility. Faculty may receive a maximum of one year's credit for professional leave without pay toward eligibility. The determination of a leave without pay as professional or personal will be made at the time of approval, prior to the leave. Such accrual of service credit shall be forfeited whenever the Vice President for Academic Affairs has determined the conditions of the leave were not met.

If the leave without pay is credited, the entire semester counts as a semester of full-time service. If the leave is not credited, the entire semester is ineligible for leave with pay eligibility credit.

- 4.0 **MERITORIOUS PERFORMANCE AND PROFESSIONAL PROMISE AWARD (MPPPA).** The following policy was approved by the Academic Senate on April 5, 1988, and by the President on May 27, 1988. (S88-128)

This policy has been implemented in compliance with *1987-91 Collective Bargaining Agreement Between The California State University and the California Faculty Association* (Articles 31.17 - 31.25). The Chancellor shall apportion the number of awards to San Francisco State University pro rata based on FTEF. No award under this article shall be made without a recommendation from the faculty of the particular school, college or appropriate administrative unit. Each award shall be in the amount of \$2,500.

Purpose. The purpose of the MPPPA is to promote faculty development. All faculty members are encouraged to apply.

Eligibility. All faculty members (full-time, part-time, permanent and temporary) are eligible to receive these awards.

Criteria. These awards are designed to provide special incentives for distinguished performance and professional promise. Distinguished performance is defined as past exceptional service in one's professional responsibilities. Professional promise is defined as evidence of future ability and potential to perform exceptionally in one's professional responsibilities.

The award shall be based on teaching, professional achievement and growth, non-teaching activities, and/or community service, as specified in the criteria for promotion. See Chapter Two, Section 8.6, Promotion Criteria.

The award shall be based on evidence of performance relative to expectations appropriate to the candidate's rank.

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If any school decides to write these criteria differently, it shall state its weighting system in writing and make it available to the school's faculty at the time the school opens the application process for the awards.

For an MPPPA, any faculty member may include all relevant past activities from his or her date of hire. However, when a faculty member has received this award, any subsequent award must be based on new materials.

Procedure. The President shall allocate the number of awards to each school or appropriate administrative unit pro rata based on FTEF.

Schools will elect their MPPPA committee according to regular procedures. Faculty who are tenured, tenure-track or lecturers are eligible for membership. Members of this committee are not eligible to receive the awards. Each award committee shall elect a chair. The chairs of these committees shall constitute a University-wide faculty review committee to resolve disputed recommendations.

Any eligible faculty member may submit an application for an MPPPA. All applications must be submitted on the appropriate form to the MPPPA committee through the office of the dean.

The MPPPA committee for each school or appropriate administrative unit shall, after a consideration of the applications, forward to the dean recommendations as to individuals designated to receive the award and copies of all their applications. A summary of the applicants and awards according to rank, status, gender, ethnicity and disability shall be prepared by the dean and submitted to the Associate Vice President for Faculty Affairs.

If the dean concurs with the recommendations, the awards will be implemented. Applicants will be notified by the dean and chair of the school MPPPA committee using a standard letter. These letters will be sent only after all disagreements on the campus have been resolved. An unsuccessful candidate may request of the MPPPA committee chair an explanation of the reason(s) for denial of his/her application. Such reason(s) shall be provided, in writing, within thirty working days after receipt of the request.

In the event of a disagreement by the dean with any recommendation of the committee, the dean shall, before taking any other action, meet with the school committee in a good faith effort to resolve the disagreement. If the dean continues to disagree with the recommendations forwarded by the MPPPA committee, both the recommendations of the dean and those of the committee shall be forwarded to the President.

The President shall transmit both sets of recommendations for review by the University-wide MPPPA committee. The University-wide committee shall invite the dean for discussion of the disagreement. The chair of the committee from the involved school shall abstain from the vote of the University-wide committee.

The University-wide faculty committee shall forward its recommendation to the President for his/her consideration in making a final determination. If the President disagrees with the University-wide committee, he/she shall state his/her reasons therefore and shall return the denied application to the originating MPPPA committee with the request to forward a substitute recommendation to the dean as provided above.

The collective and separate judgment of the faculty and the President shall not be grievable except on procedural ground.

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Timetable. MPPPA'S shall be awarded annually in the spring semester. The timetable for making MPPPA awards shall be established and disseminated by the Office of Faculty Affairs at the beginning of spring semester.

End of Academic Senate policy S88-128

RIGHTS, DUTIES, AND RESPONSIBILITIES OF THE FACULTY

- 1.0 **FACULTY RIGHTS AND RESPONSIBILITIES.** Employment as a faculty member at San Francisco State University confers a number of rights and establishes a number of obligations. This chapter is devoted to specifying rights and obligations not covered in Chapters Two and Three.
- 1.1 **GUIDELINES FOR ACADEMIC FREEDOM AND RESPONSIBILITY.** In 1969-70, the Academic Senate created a Committee on Academic Freedom, elected by the faculty. The committee formulated seven specific Guidelines for Academic Freedom and Responsibility. These guidelines were adopted by the Academic Senate on November 9, 1971.

The following guidelines are by no means exhaustive; additional principles undoubtedly will be added as experience necessitates their articulation. Each of the principles expressed is included at this time because of serious violations of it during the past.

Faculty members, as well as students, are free to hold and express opinions about material offered in their courses, and this right must not be impinged on by threats, force, or other intimidation; however,

Students have the right to disagree with the conduct or content of courses and to seek change, but such freedom does not include the right to disrupt orderly classroom activities or to avoid fulfillment of the expectations of the course; however,

Academic freedom for faculty members must include a means for seeking the censure or dismissal of students guilty of disruption, destruction, or unethical classroom behavior.

Academic freedom for faculty members includes the right to judge and grade the academic performance of students.

Academic freedom includes the right of students to be fairly and competently evaluated and graded. Punitive grading is not acceptable except in cases of cheating or plagiarism. [However, see Chapter Four, Section 3.1, Cheating and Plagiarism.]

Students have the right to the instruction promised them in official University publications.

It is not inappropriate for faculty and students, both in and out of classes, to meet and share their views on a wide spectrum of intellectual and social issues. It is proper for students to seek, and faculty to choose, professionally responsible ways to relate subject matter of courses to those social crises that arise temporarily and unpredictably.

In the event of temporary departures from the normal course of instruction to discuss campus issues or community problems, faculty should make reasonable efforts to find ways of making up for missed material. In most foreseeable, if not all circumstances, instruction is to take place at the time and location indicated in University publications except in such usual academic practices as field trips, classes meeting off-campus by prior arrangement, and experimental course procedures approved by the department and for which students have received notice prior to registration.

Academic freedom includes the right of both faculty and students to seek censure of faculty members by complaint, petition, or seeking discipline for incompetence or unprofessional behavior.

Students in all academic disciplines have a right to receive effective presentations of a broad spectrum of philosophies relative to those disciplines. This does not mean that each faculty member must give equal weight to all theories appropriate to his/her discipline, even though objectivity is ordinarily assumed to

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characterize scholarly pursuits; rather a spectrum of philosophies or theories should characterize the total offerings within a field.

Academic freedom for all members of the academic community demands that channels of administrative communication be open in both directions, and that they be used regularly and effectively.

The responsibilities in academic affairs placed upon deans, department chairs, and faculty members should be clearly spelled out and should be respected in the operation of the University. The placing of responsibility should be accompanied by the delegation of the authority necessary to discharge it.

End of Academic Senate guidelines approved on November 9, 1971

1.2 TEMPORARY FACULTY PARTICIPATION IN GOVERNANCE. The following is the remainder of Academic Senate policy S89-160, continued from Chapter Two, Section 3.

University governance involves participation in the decision making and administrative processes at all levels. Lecturers are encouraged, but are in no way required, to take part in the broad range of governance activities which are essential to the functioning of the University. Such activities include, but are not limited to, the exercise of both voice and vote in department and school faculty meetings, service on department, school and University committees, and sponsorship of extracurricular campus groups and/or events.

In order to facilitate the participation of lecturers in University governance activities:

Each department shall develop and distribute to all faculty in that department its written policies regarding the rights of lecturers to participate in department governance.

Each department shall adopt procedures which allow voting by lecturers, except where voting rights are specifically prohibited by University or Trustee policy. Such procedures may prorate lecturer votes, but may not deny voting rights to lecturers.

Lecturers are encouraged but not required to make themselves available for election or appointment (as appropriate) to school and University committees.

Each school shall conduct elections as necessary to ensure that its lecturers are represented on the Academic Senate as provided for in the Senate Bylaws, Article IV, Section 1D.

Lecturers are eligible to serve as sponsors or advisors to extracurricular campus groups and/or events.

Lecturers shall not be penalized in any way should they choose not to make themselves available for governance activities.

The provisions of this policy shall be limited only by the Agreement or by Trustees, CSU, or University regulations.

End of Academic Senate policy S89-160

1.3 GRIEVANCE PROCEDURES. The Agreement governs contract and status grievances for faculty.

Article 10 establishes grievance procedures for alleged contract violations and faculty status matters. A "grievance" is defined as "an allegation concerning a claimed violation, misapplication, or misinterpretation of a specific term or provision of this Agreement." A "faculty status matter" is defined as "a dispute involving solely a decision not to reappointment, promote, or tenure." Faculty unit employees should refer to the Agreement for detailed procedures governing grievances.

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The President has designated the Associate Vice President for Faculty Affairs to have general charge of the administration of faculty grievances and to represent the University in grievance matters at the campus level.

1.4 PROGRESSIVE DISCIPLINE

Reprimands. Article 18 of the Agreement, Reprimands, in conjunction with Article 11, Personnel Files, governs oral and/or written reprimands.

Written reprimands require five days prior notification to the faculty member before the reprimand is placed in the Personnel Action File. Faculty have the right to request a meeting and to attach a rebuttal to the written statement.

Disciplinary Action Procedure. Faculty are subject to discipline for those actions or conduct that exert a harmful effect upon the academic functions of the University, those that adversely affect the teaching process, students, other faculty members, or the proper administration of the University.

The scope of disciplinary action, defined in the Agreement, is as follows:

"19.1 Sanctions imposed in a disciplinary action shall be limited to dismissal, demotion, or suspension without pay.

"19.2 Disciplinary action shall not include denial of appointment, separation during a temporary appointment, rejection during probation, denial of tenure, denial of promotion, reappointment, reassignment, transfer, layoff, reprimand, temporary suspension with pay, or any other personnel action or recommendation or decision except those in provision 19.1 of this Article."

The President initiates the Disciplinary Action Procedure and designates an appropriate administrator to review the matter.

Refer to the Agreement for detailed procedures governing formal disciplinary action.

1.5 FACULTY PERSONNEL FILES POLICY. On January 17, 1984, the Faculty Personnel Files Policy was adopted at President's Council. This policy, reprinted in its entirety below, is consistent with Articles 11 and 15 of the Agreement, and establishes a single official file, the Personnel Action File, located in the Faculty Records Office, Administration Building, Room 447. If a conflict arises between this policy and any provisions of the Agreement, the provisions of the Agreement will apply.

The Personnel Files Policy allows faculty to review their own file except for pre-employment materials, to request copies of their employment records, and to request the correction or deletion of documents.

The Policy further requires that all information upon which personnel actions are based be reduced to writing, signed, and placed in the Personnel Action File.

Coverage. This policy complies with the provisions of Articles 11 and 15 of the Agreement with regard to faculty unit employee personnel files.

The Official Personnel Action File

The official Personnel Action File (PAF) for faculty unit employees shall be located in the Faculty Records Office; the custodian for the PAF shall be the Associate Vice President for Faculty Affairs.

The PAF shall contain all information upon which personnel actions regarding a faculty unit employee are based. All information used to make personnel recommendations or revisions must be reduced to writing, signed, and placed in the PAF.

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A copy of any materials being placed in the PAF must be provided the faculty unit employee five days prior to such placement except in cases of temporary suspension or discipline. Therefore, the faculty unit employee must be copied on all materials being forwarded to the PAF. The five day delay in filing will be implemented in the Faculty Records Office.

The PAF shall contain an access log for each faculty unit employee. Access to the PAF shall be for the purposes of official business only. All instances of access shall appear on the log.

Requests by faculty unit employees to correct or delete materials in the PAF shall be sent to the Associate Vice President for Faculty Affairs with copies to the dean and faculty committee if appropriate. Appeals of denial of the request shall be made to the President within seven days of the denial.

Other Faculty Unit Employee Files

The PAF shall indicate the location of other records kept on campus to which the faculty unit employee has access. These records include:

- Personnel and Payroll files; and
- School and department (or equivalent unit) duplicate records

Schools and departments may maintain duplicate records of the PAF for convenience. The dean shall be the custodian of all duplicate records at the school and departmental levels. As custodian, the dean is responsible for ensuring that the duplicate record contains only information which is also contained in the PAF, that random entry materials placed in school and/or department duplicate records are forwarded to the official PAF, and that the records are secured and access to them controlled.

The contents of school and department duplicate records shall be limited to: personnel recommendations and decisions, including appointment, reappointment, retention, tenure, promotion, termination, leaves, evaluation of tenured faculty and any other personnel action; and any other random entry which is being transmitted to the PAF. All materials not in the PAF shall be eliminated from the duplicate school and department records. However, there is no requirement that every item in the PAF also be in the duplicate file.

Duplicate school and department records shall be secured and access to them controlled. An access log shall be part of each faculty unit employee's duplicate record.

Faculty are encouraged to examine their departmental, school, and central administrative files periodically, and to request that any non-duplicative materials either be removed from the duplicate record or placed in the PAF.

Pre-employment applicant files, including those of individuals subsequently hired, shall be kept in the department for three years in a separate location from department duplicate records.

Grievance records shall be kept in a file separate from the grievant's Personnel Action File. The Office of Faculty Affairs shall be responsible for managing faculty unit employee grievances and for maintaining grievance records.

Working Personnel Action Files

The Working Personnel Action File (WPAF) originates in the department of the faculty unit employee for whom a periodic or performance review will take place. It shall contain an index prepared by the faculty unit employee under review which includes all the materials he/she is submitting for the review. This index shall reference materials kept by the faculty member which are discussed in the review, as well as materials submitted for the review. The index shall become a permanent part of the PAF. It shall be the responsibility of the Associate Vice President for Faculty Affairs to return indexed materials to the faculty unit employee as appropriate at the time personnel action reports are placed in the PAF.

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The WPAF shall be forwarded from the department to the dean and shall contain all rebuttals and responses to rebuttals at the department level. Department chairs are responsible for ensuring that faculty unit employees are provided copies of all materials collected or prepared at the departmental level and placed in the WPAF.

The dean shall be responsible for ensuring that faculty unit employees are provided with copies of all materials added to the WPAF at the school level.

The WPAF shall be incorporated into the PAF after final action is taken. The WPAF no longer exists when the personnel action for which it was created has taken place.

Promotion files are part of the PAF. Subsequent to the President's decision, the University Promotions Committee shall be responsible for ensuring that the complete promotion file for each candidate considered for promotion is sent to the Associate Vice President for Faculty Affairs for incorporation into the PAF. All other copies if not destroyed shall be returned to schools for filing and for distribution to departments and the faculty unit employee.

Written Student Evaluation of Teaching Effectiveness

All faculty unit employees are required to have a minimum of two classes evaluated by students annually. The summaries of these evaluations shall be placed in the PAF.

- a. Periodic evaluations of temporary faculty unit employees including summaries of teaching effectiveness shall be sent to the PAF once annually, normally at the beginning of the fall semester, with the Recommendation for Appointment. If evaluations for the preceding year are not available, the most recent evaluations will be sent. Evaluations of teaching effectiveness for temporary faculty unit employees who are employed less than six months are discretionary.
- b. Summaries of student evaluations of teaching effectiveness for probationary unit employees shall be part of the WPAF for the annual retention review.
- c. Summaries of student evaluations of teaching effectiveness for a minimum of two classes for each year subsequent to the last review shall be part of the promotion or evaluation of tenured faculty performance review WPAF. Prior to commencement of the review, these data shall be kept in the department.
- d. Raw data from student evaluations of teaching effectiveness shall be kept in the department until the summary data is prepared and forwarded to the PAF as part of the WPAF. After a final decision on tenure or promotion is made, or the evaluation of tenured faculty is filed in the PAF, this raw data shall be returned to the faculty member.

It is prohibited to keep unofficial files or other collections of papers to which an employee would not be given access. Written inputs for personnel action which contribute to the basis of the recommendation by a committee or other party must literally, or in summary, be placed in the personnel file of the candidate. Oral input for personnel actions which contributes to the basis of the recommendation by a committee or other party must be summarized in writing and placed in the personnel file of the candidate. Thus, responsibility for confidential material shifts from the source to the recommender who uses the material.

End of Faculty Personnel Files Policy approved by President's Council

Questions regarding personnel files policy and procedures should be addressed to the Associate Vice President for Faculty Affairs.

- 1.6 **SEXUAL HARASSMENT POLICY AND PROCEDURES:** The following University Executive Directive (85-09) is based on Chancellor's Office Executive Order 342 and was approved by the President on August 14, 1985.

Rights, Duties, and Responsibilities of the Faculty

Preamble. This policy provides a definition of sexual harassment. It specifies pre-disciplinary, pre-grievance procedures for reporting and resolving complaints of sexual harassment and recommends that an education program be initiated. Formal disciplinary and grievance procedures are already defined by existing policies, executive orders, codes, and collective bargaining contracts pertinent to University employees and students.¹

No individual shall be subject to reprisal for using this policy, nor shall its use preclude subsequent disciplinary or grievance measures. All units of the campus community are expected to comply with this policy.

Except as needed in processing the complaint, both the Sexual Harassment Advisors and Sexual Harassment Officers are required to maintain confidentiality in dealing with sexual harassment complaints.

Definition of Sexual Harassment. Sexual Harassment is one person's use of University authority, rank, or position to distort a University relationship by conduct which emphasizes another person's sexuality. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are forms of sexual harassment when the person with authority, rank, or position:

- a. Requires submission as an explicit or implicit condition of instruction, employment, or participation in any University activity; or
- b. Distorts academic or personnel evaluations based on response to such conduct; or
- c. Hinders performance by creating or allowing sexually intimidating, hostile, or offensive behavior to occur in the University or in a University-related setting.

Sexual harassment is unethical and unprofessional conduct, illegal, and against San Francisco State University policy. It may occur in written, spoken, physical, and visual forms. The University will act to eliminate sexual harassment within its jurisdiction. A person with University authority, rank, or position must not use that power to create sexual pressure on someone else or on the work place in general.

The University will evaluate each incident or alleged sexual harassment and apply appropriate remedies.

The University can dismiss employees or expel students for sexual harassment.

The University recognizes that any member of the campus community might be called upon to listen to a complaint of alleged sexual harassment. The listener should be objective and attentive, while discouraging use of names. No records should be kept, nor should promises for specific action or final decisions be made. The listener should refer the complainant to a Sexual Harassment Advisor or to a University Sexual Harassment Officer. Complainants may go to the Sexual Harassment Officer without first consulting a Sexual Harassment Advisor and may request an investigation at any time.

Sexual Harassment Advisors (SHA). All SHA's are volunteers. The Sexual Harassment Officers shall arrange for a course for training of advisors. People who have successfully completed the course may serve as SHA's. Advisors will be available to serve as sources of initial information to any individual who has a complaint or who needs information about sexual harassment.

The names of the advisors shall be published at the beginning of each semester. Advisors will have information about applicable laws, University policies and procedures, and options available for resolution of complaints. The Advisors shall:

¹ If the physical safety of any University individual is in question, the President will act immediately, within the authority of *Title 5, Section 41301*; the *Education Code, Section 22505*; or the *Penal Code, Section 626.4* to protect the threatened party. Formal proceedings may be initiated immediately by the President in consultation with the Sexual Harassment Officer(s), and the appropriate grievance/disciplinary action officer.

Chapter Four

- a. Serve as resource persons to individuals with complaints or inquiries which may involve sexual harassment;
- b. Advise the complainant regarding applicable University policies and procedures and outline various informal and formal options.
- c. Inform the appropriate sexual harassment officer if a complaint is received which is deemed sufficiently serious to warrant further action.

Discussion between complainants and Sexual Harassment Advisors shall occur without a written complaint and without identification of the person bringing the complaint and shall not imply guilt or innocence. No written record of specific complaints or actions taken to this point in the procedures shall be kept. However, a simple tally of the number and type of complaints shall be kept and reported to the appropriate Sexual Harassment Officer at the end of each semester.

If further action is requested by the complainant, the SHA shall refer the complainant to a Sexual Harassment Officer (SHO) and explain the responsibilities and duties of those officers. In addition, SHA's have an obligation to notify SHO's when it appears the University should act, even if the complainant has not requested further action. The SHA is not authorized to notify either the accused or any supervisor of the accused.

Sexual Harassment Officers (SHO). Sexual Harassment Officers are presidential designees and in that capacity are accountable directly to the President. The SHO's shall be the Director of Personnel or designee, Associate Dean for Faculty Affairs, and Associate Dean of Students. SHO's are empowered to hear and evaluate each complaint of alleged sexual harassment and to attempt resolution. SHO's shall observe basic standards of due process and confidentiality in all actions.

The Sexual Harassment Officers shall pursue complaints promptly through the stages outlined below.

Any discussion, investigation, or action taken under these procedures shall not conflict with student grievance procedures, regulations governing student affairs, collective bargaining contracts, and Executive Order 419.

Pre-formal Resolution of Complaints. The complainant may choose to enter into a pre-formal discussion or to request that the SHO conduct an investigation immediately (see "Pre-Formal Investigation and Reporting" below).

Pre-Formal Discussion. Pre-formal discussion or resolution does not require a written complaint. Any SHO will hear complaints, determine the remedy sought, and review options for resolution. The review shall include a discussion of applicable University policies and procedures as well as external options for resolution. The SHO(s) shall aid the complainant in identifying ways in which further harassment might be prevented. University policy requires that the SHO keep written records of all complaints. Such records need not identify complainant or alleged harasser by name nor shall they be part of any individual's official file at this stage of the procedure.

At the request of the complainant, the SHO(s) may attempt to resolve the situation by taking some or all of the following steps:

- a. Informing the alleged harasser directly or through an appropriate administrator or supervisor that a problem has been raised concerning that person's conduct.
- b. Informing the alleged harasser of University policy regarding sexual harassment.
- c. Assisting the alleged harasser in identifying behaviors which might lead to complaints and ways in which that behavior might be changed to avoid further complaints.

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- d. Recommending that an oral or written warning or reprimand be issued to the alleged harasser.

Pre-Formal Investigation and Reporting. At the request of the complainant and upon receipt of a written and signed complaint, the appropriate SHO shall initiate an investigation. If the SHO determines that circumstances so warrant, the SHO shall initiate an investigation with or without the consent of the complainant. The SHO shall notify the President, all the appropriate grievance/disciplinary officers for faculty or staff or students and the alleged harasser that an investigation is underway, and give the names of the parties involved.

The appropriate SHO shall conduct a full and impartial investigation. The investigation procedures may include a meeting(s) at which both the complainant and the alleged harasser are present. If such a meeting(s) results in a settlement, the terms of the settlement shall be put in writing and be signed by the complainant, the alleged harasser, and the SHO.

At the conclusion of the investigation or upon settlement, the appropriate SHO shall submit a written report to the President. The report shall include a description of the facts, the remedy sought by the complainant or the terms of the signed settlement, and recommendations for further action if deemed necessary by the SHO. These recommendations shall be based upon the strength of evidence against the accused, the seriousness of action(s) that led to the complaint, and the remedy sought by the complainant. If formal disciplinary action is initiated, copies of the report shall be sent to the appropriate grievance/disciplinary action officer for faculty or staff or students, as well as to the complainant and the accused.

Upon receipt of the SHO's report, the President or appropriate grievance/disciplinary action officer shall:

- a. Make every attempt to resolve the complaint to the satisfaction of both the complainant and the accused;
- b. Inform both parties of procedures available to them should either be dissatisfied with the resolution of the complaint.

If either party is dissatisfied with actions taken up to this point, she/he may seek redress through existing complaint, grievance, or disciplinary procedures in student policies and regulations, collective bargaining contracts, and Executive Order 419.

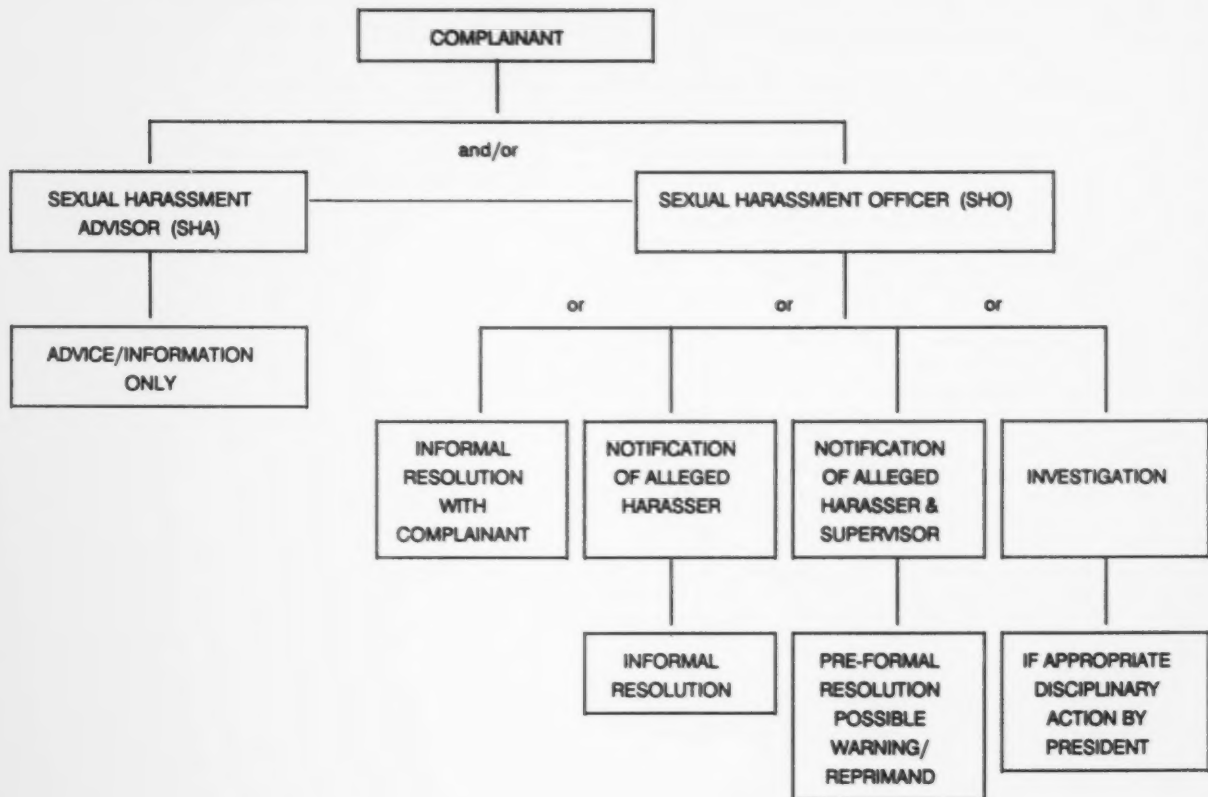
Formal Grievance and Disciplinary Procedures. Formal complaint, reprimand, grievance, or disciplinary procedures are governed by the policies, codes, executive orders, or contracts applicable to the bargaining unit or employment category to which the alleged harasser belongs.

Should it become necessary to invoke formal reprimand or disciplinary procedures, sexual harassment will be viewed as unprofessional conduct.

Formal disciplinary procedures will be pursued by the appropriate grievance/disciplinary action officer.

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Sexual Harassment Complaint Process. The complainant may go directly to a Sexual Harassment Advisor (SHA) or to a Sexual Harassment Officer (SHO) or both and may request any one of the paths be taken, including immediate formal investigation.



Educational Program. A University program should be offered which defines the nature of sexual harassment, its negative psychological effects, its destructive impact on productivity, and its potential costs in the event of litigation. The availability of such a program should be appropriately publicized within the University community and also to the general public.

Campus resource materials for implementing an individual, self-study education program should be made available through the Sexual Harassment Officers and the Library.

End of University Executive Directive 85-09

2.0 FACULTY RESPONSIBILITIES TO THE INSTRUCTIONAL PROGRAMS AND TO STUDENTS.

- 2.1 **FACULTY WORKLOAD.** Faculty workload is governed by Article 20 of the Agreement. Refer to the Agreement for details regarding workload for instructional faculty, department chairs, librarians, coaches, and substitute faculty.

It is the professional responsibility of each faculty member to meet classes (including the final examination period) according to specified departmental/University schedules, to know and to observe departmental, school, and University deadlines for such obligations as class verification reports, grade reports, and to act in a timely fashion upon students' petitions involving their class requirements.

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- 2.2 TEACHING LOAD.** The normal workload of a full-time tenured or probationary faculty member consists of two components: twelve weighted teaching units (WTU) of direct instructional assignments and three WTU equivalencies of indirect instructional activity such as student advising, curriculum development, and committee assignments. Temporary faculty members are ordinarily scheduled on the basis of a fifteen WTU teaching load since they are not expected to assume non-instructional duties. In special cases where the chair or dean assigns non-instructional duties to a part-time faculty member, the chair or dean must assign WTU equivalent units as a part of the workload.

In computing equated load of science laboratory instruction, physical education, art and music activity instruction, and workshop instruction, it is general practice at the University to give faculty load credit up to two-thirds of the hours spent in class. Thus, for a three-hour science laboratory, instructors are given two hours on the faculty load; for a two-hour laboratory or activity course, they are given one and one-third hours on the faculty load.

For teachers handling special kinds of instructional situations which demand more hours of faculty time per unit of student credit given (for example, athletic coaching, drama direction and technical activity, direction of major music organizations, journalism production classes, and for supervision of field work, master's projects and theses, internships and student teaching), special formulae are in effect which tend to equalize faculty load with those carried by lecture, laboratory, and activity instruction. For the formula in effect in any given situation, consult the department chair or school dean, or the Director of Academic Services. Instructional faculty are not eligible for overtime pay.

Assigned Time. Assigned time permits a reduction in the classroom teaching load for the particular semester in which it is awarded. Faculty may be awarded assigned time according to the categories listed below. Assigned time for school-related responsibilities must be reviewed and approved by the school dean. Questions about the availability of school assigned-time should be referred to the school dean. The Vice President for Academic Affairs awards assigned time for certain all-university assignments, such as service on the Academic Senate, University Promotions Committee, or General Education Council. See EP&R 76-36 for a complete definition of assigned time.

At the end of the semester in which assigned time is awarded, the faculty member must submit a brief report about his/her use of the assigned time. Completed reports should be signed, compiled, and sent to the office of the Associate Vice President for Faculty Affairs by the date specified on the Executive Calendar.

Categories of Assigned Time are:

- Excess Enrollments
- New Preparations
- Course or Supervision Overload
- Non-traditional Instruction
- In-service Training Activities for K-12 Personnel
- Credit by Examination/Evaluation
- Instructional Support for Graduate Students
- Special Instructional Programs
- Instructional Experimentation, Innovation or Instructionally-Related Research
- Advising Responsibilities
- Instruction-Related Committee Assignments
- Curricular Planning or Studies
- Accreditation Responsibilities
- Instructional-Related Facilities Planning
- CFA Activities

- 2.3 ATTENDANCE.** The work year for faculty members is defined by regulation as beginning on Monday of the week preceding that in which instruction begins in the fall semester and ending following

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Commencement exercises in the spring. Faculty members are expected to be on duty during the registration periods at the beginning of each semester.

All faculty are expected to meet classes at the scheduled hours and places. Any anticipated absence or change must be reported to and approved by the department chair in advance. Arrangement can then be made for a substitute. In the case of emergency absence, the department or school office should be informed in sufficient time to make appropriate arrangements to cover classes.

Office Hours. All full-time faculty members are expected to keep a minimum of four office hours per week, during which they will be available for conferences with students and advisees. Where non-teaching obligations require additional office hours, these should be provided. Each faculty member should post office hours and teaching schedules on the office door, supply the department secretary with similar information, and adhere strictly to the schedule posted.

Part-time faculty are expected to maintain one office hour per week for each three-unit class.

Attendance at Commencement. Commencement falls on a regular academic work day. The policy of the University, as adopted by the Academic Senate, is that one-half of the full-time faculty attend Commencement in alternating years. It is the faculty's professional responsibility to conform to that policy, in order to enhance the graduates' final University experience. Cap, gown, and hood rental may be arranged through the bookstore. Order forms are supplied to all faculty members prior to Commencement.

- 2.4 **ADVISING RESPONSIBILITIES.** One of the primary responsibilities of faculty is the advising of students, both undergraduate and graduate. Faculty are obligated to be available to students and to be knowledgeable about the requirements in the particular area in which they function as advisers and with University requirements and procedures.

Faculty members are expected to advise and consult with students about their academic program and goals. Effectiveness of advising will be evaluated as part of the normal work load of full-time tenured and tenure-track faculty. Part-time faculty are not expected to carry any advising responsibilities.

- 2.5 **ADDITIONAL EMPLOYMENT POLICY (OVERLOADS).** Article 36 of the Agreement governs additional employment. The CSU policy (FSA 82-20) which follows describes overload in terms of time base without reference to the salary or to earnings associated with the overload employment.

"Additional Employment" is the term used herein to describe a compensated work assignment in addition to the regular work assignment for which the individual is employed (either of a different nature from, or compensated from a different source, than the regular assignment).

"This policy on Additional Employment establishes reasonable limits on the total amount of employment within The California State University. This policy shall be followed in the assignment of additional employment for employees of The California State University (through either employment or personal services contract) in any regular program and/or any of its auxiliary organizations. Each campus is responsible for determining the extent of an employee's CSU workload prior to appointment to any position.

"The maximum allowable additional employment or overload in the CSU is 25% above a full-time appointment. This means that the total allowable of all employment, state funded and non-state funded including auxiliaries, at one or more campuses or the Chancellor's Office, is a time base of 1.25 where 1.0 represents full-time employment. Every full-time position has an appropriate measure of workload. The allowable 25% overload shall be calculated using the same measures or equivalents thereto.

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"This policy does not apply to employment outside the CSU. CSU employees may, consistent with campus policies governing outside activities, be employed outside the CSU system.

"Full-time Academic Year Employees. The 125% total employment limitation applies only to employment during the academic year. An academic year employee may be employed between the last academic work day of an academic year and the first academic work day of the next academic year contained in the academic calendar for that campus. Also excluded is the period between terms (the last academic work day of a semester/quarter and the first academic work day of the following semester/quarter). Employment between academic years shall not exceed the equivalent of four semester units or six quarter units for any twenty-one-day period. During the academic year if all additional employment for a member of the faculty is in Extension, the limit allowed is either eight semester units or twelve quarter units. If additional employment is only partially in Extension, then the number of units allowed must be proportionately reduced.

"Full-time Ten-month Academic Employees. The ten-month employment period shall be treated as the equivalent of the academic year in the previous section. The same restrictions as those for full-time academic year employees shall apply, including the limit of eight semesters or twelve quarter units in Extension and the Consortium.

"Part-time Academic Year (or Part-time Ten-month Academic) Employees. Part-time academic employees may receive additional employment up to the equivalent of full-time employment (assuming that this part-time appointment is the only CSU part-time appointment). All employment within the CSU and its campuses is covered by this limitation.

"Twelve-month Academic Employees, Administrative Employees, and Non-academic Employees. The twelve-month employee is employed for a full year and the 25% limitation on additional employment covers the whole year. There is no "free" period where there are no restrictions as there is for academic year or ten-month employees.

"Twelve-month employees may be appointed to paid teaching assignments in Extension or Summer Session only if the preparatory work and other required duties are done outside of the normal work hours of the twelve-month assignment."

End CSU policy FSA 82-20

Faculty shall inform appropriate administrators of any appointments elsewhere in the CSU at the time of appointment.

In order to increase faculty opportunity to engage in research and development activities of benefit to themselves and to the University, while monitoring and controlling such activities according to established procedures, the President's Council on May 4, 1978 approved the following criteria for the approval of all overloads:

- The overload work does not conflict with the regular faculty appointment;
- The workload involved is a positive contribution to the University educational program;
- The quantity of the workload anticipated is a legitimate, reasonable assessment;
- The sponsor approves;
- It is appropriate that the individual requesting the overload do the particular work involved;
- The appropriate dean affirms that it is either undesirable or impractical for the requesting individual to reduce his/her other assigned workload to avoid overload status for the incremental workload; and
- The individual's overload assignment does not exceed 25%, above full-time (1.25) in any given semester.

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- 2.6 **OUTSIDE EMPLOYMENT.** Article 35 of the Agreement governs outside employment. Outside employment is defined as remunerative activity that does not contribute to the campus. At the request of the appropriate administrator, faculty shall provide a written statement of outside employment engaged in during the academic term to which they have been appointed. If a faculty member reduces his or her full-time appointment to engage in outside employment that reduced portion is considered personal leave without pay.

Incompatible Activities. Section 19251 of the Government Code (California) states:

"A state officer or employee shall not engage in any employment, activity, or enterprise which is clearly inconsistent, incompatible, in conflict with, or inimical to the duties as a state officer or employee or with the duties, functions or responsibilities of the appointing power or the agency by which he/she is employed...

"Each state officer and employee shall during hours of duty as a state officer or employee...devote full-time attention and efforts to the state office or employment."

Full-time employment within The California State University imposes upon each employee the obligation to devote that degree of effort and attention to the duties necessary to execute fully all the demands of the position, whether appointed on a nine-, ten-, or twelve-month basis.

- 2.7 **FINANCIAL DISCLOSURE/CONFLICT OF INTEREST.** State law requires certain designated University officials to file an annual disclosure of certain personal financial interests and to disqualify themselves from participating in decisions involving financial self-interest. While most faculty members are not affected by the disclosure law, University policy does require all University employees to notify their supervisor of any pending decision in which a conflict is present or may arise, to enable the decision to be made by someone other than the employee confronting the conflict.

Examples of conflicts are: financially advantageous use of information gained in the course of University employment which information is not yet public; use of one's employment status to induce another to provide a financial benefit; or engaging in a private business activity in which there is a conflict between one's private interest and the public interests of the University.

There is a detailed University policy on Conflict of Interest. A copy is available in the Office of the Vice President for Administration.

It is prohibited to enter into private contracts with vendors or agencies without seeking prior authorization from the Purchasing Office and other appropriate administrators if the contract involves the use of University property or facilities.

- 2.8 **CURRICULUM DEVELOPMENT POLICIES.** Curriculum development at San Francisco State University is a joint, coordinated effort of the departments, academic deans, the appropriate committees of the Academic Senate, and the Office of the Vice President for Academic Affairs. Major curriculum proposals involving degree programs are reviewed at each level before recommendations are made to the Academic Senate, the President of the University, and, if necessary, the Office of the Chancellor and the Trustees. Questions involving proposals for new, revised, or deleted courses are judged and resolved as expeditiously as possible within the University structure, under the aegis of the Associate Vice President for Academic Programs and Planning. The *Administrative Manual*, which is available in the department/program office, includes instructions and sample forms. Specific information is available from the Office of the Associate Vice President for Academic Programs and Planning.

- 2.9 **FACULTY DEVELOPMENT WEEK.** Except for the possibility of a general faculty meeting, Faculty Development Week shall be devoted to matters focusing on teaching, research and/or curricular development. Faculty members, individually or in groups, shall be expected to file their developmental plans with their department chairs. Faculty members of departments or programs may decide to use all or

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part of the week to explore matters of curricular change or pedagogical development and will be expected to participate in Faculty Development Week. Faculty Development Week policy was approved by the Academic Senate and the President in December 1978.

- 2.10 **CLASSROOM ASSIGNMENTS.** Several months before the beginning of each semester, schools and departments schedule classes in rooms assigned to them by the Academic Services Office. This schedule is printed in the *Class Schedule*.

Any request for a shift in classroom assignment after the initial scheduling period, or during the semester, and any request for a special room on a specific day should be made through the department chair, to the school office. The school office will work with Academic Services so that such assignments will be coordinated campus-wide. Rooms for student activities or other non-instructional events should be requested through the Student Activities Office.

- 2.11 **ORDERING TEXTBOOKS.** Faculty should check with department chairs regarding department policy and procedures for ordering textbooks. Instructors are encouraged to submit orders for the next semester as early as possible, preferably before the announced deadline. This ensures that the bookstore can buy used books from distributors or have the titles placed on the buy back list at the end of the semester, thereby giving students a chance to sell their books.

- 2.12 **DISTRIBUTION OF COPYRIGHTED MATERIAL.** It is an infringement of copyright for anyone, without permission of the copyright owner, to reproduce any copyrighted material for distribution to anyone, regardless of whether the material reproduced is sold or distributed free.

- 2.13 **FACULTY FOR GRADUATE PROGRAMS.** The department offering a graduate program determines the assignment of faculty to teach graduate level courses; to serve as committee members on theses, creative works, field projects, or graduate examinations; and/or to assume other designated roles in the graduate programs of the University. These assignments are normally made from the permanent faculty in accordance with the department's own established criteria. In special circumstances, a department chair may assign a qualified temporary faculty member to serve in the graduate program. When such an assignment is made, the department chair is expected to inform the school dean and the Dean of Graduate Studies of the name of the individual and the primary basis of selection.

- 2.14 **FACULTY STATEMENT OF COURSE REQUIREMENTS.** The following policy was approved by the Academic Senate on April 20, 1982, and by the President on April 26, 1982. (S82-90)

Because students and their instructors share a common goal of a semester of learning in the best possible environment, students shall receive in writing, in the first or second meeting of a class:

A statement of scope, content, and expected learning outcomes of the course;
A list of texts and materials to be used throughout the course, including any additional fees or costs;
A description of grading policy and practices;
A description of teaching style (for example, fixed outline, lecture, discussion, class-directed or evolutionary); and
A description of any substantive departure from the content published in the *University Bulletin* or *Class Schedule*.

Should budgetary demands require it, one posted document will suffice. During the semester, students shall be notified in writing of any substantive changes in the "Faculty Statement of Course Requirements".

End of Academic Senate policy S82-90

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2.15 ENROLLMENT LISTS AND GRADE SHEETS

First Week Class List. A first-week class list is produced after Class Reservation Center and distributed to faculty via the department chair's office. Faculty are asked to use this first-week class list to drop students (by use of "drop bubbles") who do not attend the first class meeting or who do not meet the published course prerequisites. It is the student's responsibility to contact the instructor if he/she is unable to attend the first class meeting. Faculty are not required to save space if the student does not make the necessary arrangement.

Instructors have responsibility for and control of the add/drop process during the first two weeks of the semester. Since future student fees and refunds are based on enrollment at the end of the second week of instruction, it is important to accurately record drops on the first-week class list and submit all adds on the Add/Drop transaction form. All class lists must be submitted to the Registrar's Office by the end of the second week of instruction.

Faculty receive information about specific procedures from the department office and the Registrar. The Change of Program and Withdrawal Calendar provides an overview of the process. Additional information, including dates can be found each semester in the *Class Schedule*.

Second Week Class List. At the end of the second week, faculty receive a computer-generated class list which includes names of all students officially registered in each class. This list is generated from the first week class list and the Add/Drop transaction forms. Instructors must verify that all students attending the class are on the list. Any student whose name is not on the list should be referred to the Registrar's Office to clarify registration status.

Instructors are encouraged to use the second-week class list to administratively drop students who could have been dropped on the first-week list or who should be dropped for non-attendance. The second-week class list is the final opportunity faculty have to make changes prior to the census date (20th day of instruction).

Fourth Week Class List. The fourth-week class list represents class enrollment after the drop deadline (census date). It cannot be used to drop a student for reasons of non-attendance. However, the list can be used to request administrative withdrawals for any student who stopped attending after the drop deadline but did not submit a withdrawal petition. It can also be used to identify registration errors.

The fourth-week class list must be signed by the instructor by a specified date. Additional information will be provided by the department office and the Registrar.

Final Grade Sheet. Prior to the end of the semester, instructors receive a computer-generated grade sheet. Instructors are required to submit the completed grade sheet within forty-eight hours after each final examination or final meeting of the course. All grade sheets are submitted to the department office. All students listed on the grade sheet must be given a grade regardless of whether they attended the course or not.

The grade reported on the grade sheet cannot be changed except by petition. Petitions for grade changes, including the make-up of an Incomplete, are available in the Registrar's Office.

- 2.16 **FINAL EXAMINATIONS.** During fall 1976, the Academic Senate and the President approved a policy which sets aside a time period at the end of each semester for a formal examination period. All classes are expected to meet during the final examination period whether an examination is given or not. The final examination schedule is published each semester in the *Class Schedule*.

- 2.17 **GRADING POLICY.** The University's grading policy is printed in full in the *Bulletin*.

CR/NC Grading Policy. Students who select CR/NC Grading should be informed that CR grades may be interpreted as a "C" and NC grades may be changed to an "F" when considered by other institutions.

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Grade Appeal Practices and Procedures. In response to Executive Order 320, Assignment of Grades and Grade Appeals, the Academic Senate developed a model procedure for this campus which was approved by the President. Grade appeal policy and procedures may vary among the schools within the general framework of Executive Order 320. Copies of the school policy are available in the school office.

- 2.18 FIELD TRIPS.** Instructors are urged to enrich their classes with suitable field trips on and off campus. Field trips should be considered as much a part of the learning experience as the more formal classroom activities, and students should be held responsible for the knowledge to be gained from the trip.

Procedures. The class should be notified of the plans as far in advance as possible. All plans should be discussed and approved by the department chair before final arrangements are made. When required field trips are scheduled at other than regular class meeting hours, the classroom schedule may be modified accordingly. If a student is unable to participate in the field trip, an alternate project should be assigned.

Transportation. Transportation may be arranged by using state vehicles, by pooling students' cars, by using public transportation, or by chartering a bus. When transportation costs are involved, a student committee should be delegated to handle all funds. (For maximum protection of both students and faculty, insurance coverage should be checked if private vehicles are being used.)

2.19 FINANCIAL POLICIES RELATED TO THE INSTRUCTIONAL PROGRAM

Collection of Money by Instructors. Faculty members may not collect money from their students for any purpose. Executive Order 362 regulates the charging of fees to students necessary to defray costs of field trips, instructional materials, or use of off-campus facilities and equipment. A copy of the requirements and guidelines for such charges contained in Executive Order 362 may be obtained from school offices.

Solicitation of Students. Solicitation of students for personal, financial or professional gain is prohibited.

3.0 STUDENT POLICIES RELATED TO THE INSTRUCTIONAL PROGRAM

- 3.1 CHEATING AND PLAGIARISM.** At times students and faculty have been disturbed by evidences of cheating during examinations and in the preparation of written work out of class.

Each faculty member who requires outside written work as part of course requirements should carefully define the meaning of plagiarism and outline the proper methods for using outside sources. Students should be cautioned about the consequences should plagiarism be discovered.

If cheating or plagiarism occurs, it is the instructor's responsibility to handle the situation. The grade assigned must be based on the student's academic performance and must not be used as a punitive measure. The Coordinator of Student Discipline in the Office of Student Affairs will assist the instructor and is responsible for determining whether formal disciplinary action should be taken.

As a result of faculty and student discussions, the following list of suggestions to prevent cheating on examinations has been developed:

Proctor examinations in person as there is no honor system.

Space students as widely as possible to avoid sharing information or misinformation during examination. (Call the school secretary if room is too small for satisfactory testing arrangements.)

Construct fair tests; e.g., their length, content, applicability to class assignments.

Determine final grades on as broad a base as possible, not entirely upon the results of one or two examinations. Additional short tests and other supplemental means of evaluating student achievement are strongly recommended.

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Consider giving alternative forms of the same test where the order of questions is different for each form. This device is especially effective whenever there is occasion to use objective tests answer sheets that can be machine-scored. (For assistance in the construction of machine-scored tests, contact the Director of Testing.)

Confer with the department chair for further assistance on planning examinations, or for information about University resources for special help on examinations.

- 3.2 **STUDENT DISCIPLINARY PROCEDURES.** Student Disciplinary Procedures effective on California State University campuses are contained in Executive Order 148, pursuant to Section 41304, *Title 5, California Code of Regulations*, March 16, 1972. The stated purpose of this document is to provide fair and just procedures, to both students charged and the institutions, by which determination can be made concerning whether or not violations of student conduct and conduct related regulations have occurred.

In order to administer these procedures, the President has assigned a member of the University staff, referred to as the Coordinator. The Coordinator is to investigate all alleged violations of Sections 41301 and 41302, *Title 5, California Code of Regulations*, and Section 66017 of the Education Code and any related matters concerning withdrawal of consent to remain on campus, and of eligibility for and termination of financial aid. As a result of the investigation made, the Coordinator will recommend to the President whether or not the matter should proceed or if the matter warrants any of the following types of formal hearings:

- by an Administrative Officer of the campus;
- by a Hearing Officer designated by the Chancellor's Office to preside; or
- by a Residence Hall Committee.

The President of the campus may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which he/she is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester, quarter, or summer session in which he/she is suspended, no additional tuition or fees shall be required of the student on account of the suspension. In the event that a student who has not reached his/her eighteenth birthday is suspended or expelled, the President shall immediately notify his/her parent or guardian of the action by registered mail to the last known address, return receipt requested.

During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

The President may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within ten days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or his/her designated representative, enter any campus of The California State University other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

Admission or readmission may be qualified or denied to any person who, while not enrolled as a student, commits acts which, were he/she enrolled as a student, would be the basis for disciplinary proceedings pursuant to Section 41301 and 41302.

For additional information, contact the Coordinator of Student Discipline in the Office of Student Affairs.

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- 3.3 **SANCTIONS.** Imposing campus sanctions on students does not absolve them from local, state, or federal court action; on the other hand, criminal proceedings against students do not prevent the imposition of campus sanctions in that special area of University responsibilities. Should the same act violate general law and campus rules, students may be subject to action by both court and University. The legal principle of double jeopardy does not apply in such circumstances.

Students may be expelled, suspended, placed on disciplinary probation, or given a lesser sanction as provided in Section 41301, *Title 5 of the California Code of Regulations*.

Concurrently with actions taken under these procedures, the person conducting the hearing shall also determine whether the particular conduct found to have occurred is a basis for ineligibility for or termination of financial aid under the applicable provisions of state or federal law and the Board of Trustees.

Financial aid shall be terminated or eligibility denied by the President whenever required by any of these provisions.

Students may be required to make restitution for loss of or damage to any campus property, including that loaned or entrusted to them, or for any failure to account for such property. Restitution may also be required for any loss of, damage to, or failure to account for, property of a student organization. The University may withhold grades, transcripts, registration privileges, and diplomas from any student who has failed to make appropriate University restitution for loss of, damage to, or failure to account for, University or student organization property when required to do so.

For additional information, contact the Coordinator of Student Discipline in the Office of Student Affairs.

- 3.4 **STUDENT GRIEVANCE PROCEDURES--GENERAL PROVISIONS.** The following policy was approved by the Academic Senate on October 7, 1986, and by the President on October 9, 1986. (F86-85)

Student grievance procedures are to be used for the processing of student complaints about actions (with the exception of grade appeals) taken on behalf of San Francisco State University.

A grievance must be filed within six months of the date the wrong occurred, regardless of the date of discovery. Formal procedures shall normally be initiated no later than five weeks before the first day of finals in the semester to allow sufficient time for a possible hearing. Compliance with this limitation on filing shall be determined by the Coordinator of Student Grievance, and that determination shall be final. Grievances not meeting this time limit, complaints and grievances previously resolved by informal means, and grievances arising out of previous grievances shall not be processed under these procedures.

A student may not utilize these procedures if a remedy is being sought by any other means for all or any part of the matter grieved.

The complete text of the Student Grievance Procedure can be found in the appendices of the *Bulletin* or in the Office of Student Affairs.

End of Academic Senate policy F86-85

GENERAL INFORMATION, RESOURCES AND SERVICES

- 1.0 **ACCIDENTS AND EMERGENCIES.** Call the Department of Public Safety, Ext. 2222, to report any emergency that occurs on campus. This includes accidents or sudden illnesses which may involve faculty, staff, students or visitors. State the exact location and, if possible, the nature of the problem. Public Safety will arrange for appropriate emergency treatment immediately.

Accidents which occur anywhere on campus or on a University-sponsored trip and which result in injury to faculty, staff, students or visitors must be reported to the Department of Public Safety. Employee injuries, including student employees, must be reported on State of California Form 620. All other injuries must be reported on the Accident Report Involving a Non-Employee Form. Forms are available at every school and administrative office. These forms must be completed and sent to the Department of Public Safety as soon as possible after the accident.

- 2.0 **ADMISSIONS AND RECORDS**

The Admissions Office is responsible for the admission of all students to the University. The office notifies all applicants as to whether they have been admitted or denied. Any questions concerning the admission of students or the amount of credit given for previous college work (Advanced Standing Evaluation) should be referred to the Admissions Office. Systemwide policies and procedures can be found in the University *Bulletin*.

The Admissions Office is also responsible for the evaluation and certification of all students who apply for graduation at the baccalaureate and master's level. Detailed information can be found in the University *Bulletin*.

The Registrar's Office serves the enrolled student. It is responsible for the registration of students each semester and produces Class Lists and Final Grade Reports. It also administers course add/drop procedures including withdrawal from the University. Any questions regarding the status of an enrolled student should be addressed to this office. For questions regarding Winter Session, Summer Session and Extension registration, see Extended Education.

- 3.0 **ALUMNI ASSOCIATION.** The Alumni Association advances the reputation and interests of the University and engages in educational programs and special activities for its members. It provides an on-going link between the University and its graduates for their mutual benefit. The Association also provides scholarships for currently enrolled students. The Association offers full membership to faculty, emeritus faculty, staff, graduates, and former students.

- 4.0 **AUDIO VISUAL/ITV CENTER (AV/ITV).** The Center is the campus source for instructional media and related services. Its media collection includes films, video cassettes and video discs. The Center serves the University as a source for information, demonstration, grant assistance, production and experimentation in the areas of instructional media and television. The Center also manages the operation of the University cable television station, SFSU/CABLE-35. Special services include the San Francisco Bay Area Television News Archive, a microwave link with Stanford University, a videotex service on Cable Channel 35, and satellite receivers for campus teleconferences. For further information about policies of the Center, please contact the director.

Production Services. AV/ITV designs and produces instructional materials in four general areas: graphics, photography, video and audio. The Center can produce or copy overhead transparencies, charts, 35mm slides, study prints, videotapes and audio tapes. Copyright clearances, if needed, are the responsibility of the faculty, and all produced materials remain the property of the University.

General Information, Resources and Services

AV Distribution. All materials and equipment, including films, video cassettes, video discs, projectors, VCRs, and audio recorders, are for instructional use only. To obtain resources, faculty members must appear in person with ID card at the Distribution Counter and sign the appropriate form. To insure equitable service for all, the normal check-out period is one day. Video playback machines and TV monitors mounted on carts are available for playback of prerecorded video cassettes. Further information is available in the current SFSU Media Catalog located in department offices.

Media Selection/Rentals – Cable Channel 35. This division has four responsibilities: acquiring films, videotapes, and video discs on a rental, free-loan, or purchase basis; working with academic departments in building the AV/ITV media collection; assisting in the activities of the San Francisco Bay Area Television News Archive in cooperation with the Library; and coordinating all academic and administrative services for the University's cable television station, Channel 35. AV/ITV maintains an extensive collection of catalogs and reference materials. Faculty should submit requests for video and film purchases to Media Selection/Rentals.

Technical Services – Teleconferences. The Audio-Visual/ITV Center has a complete technical services area responsible for maintaining and servicing all AV equipment for the university. Included in its activities are the coordination, design and fabrication of specialized hardware and systems. The technical coordination of satellite teleconferences can also be provided with either audio-only or video and audio receive capabilities. AV/ITV Technical Services provides consultation and technical support for University AV projects if prior arrangements are made.

Cablecasting. Most video cassettes and films can be distributed via cable television to selected classrooms and laboratories throughout the campus only for regularly scheduled classes with the instructor present. This video distribution network with its thirty-five channel capability permits easier access to the media collection and, in many cases, may be scheduled by telephone. Three study carrels with television monitors connected to the cable system are available in the Faculty Reading Room (Library Room 432A). Similar carrels are available in the Media Access Center (Library Room 308).

- 5.0 **BULLETIN.** The University *Bulletin* is published annually by the Office of the Vice President for Academic Affairs. The *Bulletin* includes general information, policies and procedures relating to admission, registration, grading, fees, student financial aid, General Education, undergraduate majors and minors, graduate degree programs, and requirements for graduation. Complimentary copies are distributed to full-time faculty. Students may purchase the *Bulletin* at the Bookstore.
- 6.0 **CHILD CARE.** The Associated Students Children's Center provides the students, faculty and staff of San Francisco State University with a quality child care program. The Center is open to children from six months to five years, 7:45 a.m. - 5:15 p.m. during the academic semesters and during summer session. For further information, call the Associated Students Children's Center.
- 7.0 **CLASS SCHEDULE.** The regular educational program of the University is offered continuously from 8 a.m. until 10 p.m., Monday through Friday and during various weekends. The *Class Schedule*, listing all classes meeting during these hours, is prepared for each semester by the Office of Academic Services and is distributed to faculty through school offices. Students purchase the *Class Schedule* at the Bookstore.
- 8.0 **COMPUTING AND COMMUNICATIONS SERVICES.** Computing and Communications Services operates and maintains several computers for use by the campus community. Over 1000 workstations are available for instructional use. Sixty dial-in ports provide access to computers for users having their own equipment. San Francisco State University is integrated into The California State University telecommunications network and maintains data communications equipment to offer faculty and students access to large-scale computing resources throughout the state. Academic Computing teaches over fifty different short courses for faculty, staff and students, such as micro-to-mainframe link, DISSPLA Graphics, LOTUS 1-2-3 Spreadsheet/ graphics, dBASE II, and use of the CYBER (e.g., NOS) and PDP 11/70 (e.g., RSTS/E).

Chapter Five

The President has established two computing advisory committees and a top-level computing policy council to control the allocation of computing resources.

University Computing Policy Council (UCPC). UCPC makes final decisions regarding the setting of computing priorities and makes recommendations to the University Budget Committee for the allocation of resources. The Council also establishes and communicates the computing needs of the University during the budget process.

The UCPC membership consists of the President, Vice President for Academic Affairs, Vice President for Administration, Director of Computing and Communications Services (Acting as Chair), Chair of Instructional Computing Advisory Committee, Chair of Administrative Computing Advisory Committee.

Instructional Computing Advisory Committee (ICAC). This committee represents the instructional computing interest of the University and makes recommendations regarding policy, priorities, procedures and resource allocations to the Director of Computing and Communications Services and/or the UCPC as appropriate.

The membership is composed of representatives from each of the eight schools, additional representatives from the faculty appointed by the President, Vice President for Academic Affairs' Office, Academic Senate, the Director of Computing and Communications Services, and the Associate Director for Academic Computing.

Administrative Computing Advisory Committee (ACAC). This committee makes recommendations to the Director of Computing and Communications Services and/or the UCPC regarding policy, procedures, priorities and the allocation of resources for administrative computing.

The membership is comprised of representatives from major administrative users including: Academic Services; Admissions and Records; Extended Education; Faculty Affairs; Financial Aid; Accounting; Budget; Institutional Research; Library; Personnel Services; Student Affairs.

- 9.0 **DOGS ON CAMPUS REGULATIONS.** Only dog guides and research animals are permitted in campus buildings. Contact the Department of Public Safety for the policy relating to dogs other than dog guides and other animals on campus.
- 10.0 **EMERGENCY PREPAREDNESS PLAN.** Copies of the Emergency Preparedness Plan are available in all department and administrative offices.
- 11.0 **ESCORT SERVICE.** The Department of Public Safety provides an escort service to the entire campus community as part of the crime prevention program. The escort staff is equipped with radios and uniformed in jackets that read "Student Patrol" on the back. An escort will be provided on campus or within a reasonable distance from campus twenty-four hours a day.

To obtain an escort, call 338-2222 or use the yellow phones and dial extension 2222.

- 12.0 **EXTENDED EDUCATION.** Extended Education is the division of the University that is responsible for all program and course offerings not supported by state appropriations. These include Summer and Winter Sessions, Extension courses, Open University, contract courses and several certificate programs. In contrast with resident programs which require matriculation and a degree objective, most Extended Education programs allow any adult and selected high school students to participate. The primary objective of Extended Education is to augment the regular University offerings and to provide further educational opportunities for all who wish to gain new knowledge and skills or to enhance those already acquired. Faculty are encouraged to participate in Extended Education programs and may earn additional income within University and CSU policies.

For additional information, contact the Extension Program at 338-1205 or Special Sessions at 338-1377.

General Information, Resources and Services

13.0 IDENTIFICATION CARDS. Faculty Identification Cards are required to check books and other materials out of the Library and the Audio Visual/ITV Center. The card is also required should the faculty member wish to reserve a locker in the gym. A temporary card will be issued by the Faculty Records Office, ADM 447, and is valid until the permanent card is received. Faculty should take the temporary card to ADM 253 to have their picture taken for the permanent card. Permanent cards are sent to the department when they are ready.

14.0 KEYS.

Office Keys. Office keys and outside building keys will be issued by the Department of Facilities Operations upon written request from the department chair or school dean. There is no charge for the initial issue of keys.

Faculty must sign for each key issued. Keys cannot be picked up for another person. Master building keys should not be given to students under any circumstance. It is illegal to have duplicate keys made by outside locksmiths.

Loss of Keys. Lost keys should be reported immediately to the Director of Facilities Operations. There is a charge of \$5.00, which is subject to change, for each lost key. Procedures for payment and replacement of the lost keys are available from the Department of Facilities Operations.

15.0 LIBRARY. Brochures describing the holdings, the physical arrangement, and the hours of the Library are available at the information desk located on the first floor of the Library.

15.1 FACULTY BORROWING PRIVILEGES AND REGULATIONS. The following policy was approved by the Academic Senate on October 11, 1977, and by the President on October 18, 1977. (F77-23). The full policy is available in the Library Director's office. Excerpts of the policy follow.

A faculty member of San Francisco State University, using his/her faculty identification, may borrow circulating books for one semester. If, after the four week borrowing period, another borrower requests loaned material charged to a faculty person, the materials must be returned within seven (7) working days after notification from the Library. With lapse of this seven working day period, faculty who have not complied with the recall notices are delinquent and their library privileges are suspended. Upon return of the loaned material or settlement with the Library Circulation Department, loan privileges will be *immediately* reinstated.

Faculty who exercise their prerogative to keep loaned materials for the full semester, provided that these materials have not been recalled, must return or renew these materials by the day that semester grades are due. To renew, bring materials to the library loan desk from which they were borrowed. Materials may be renewed if they have not been requested by another borrower.

Faculty members are not authorized to lend books or other library materials to students, staff, or other persons. Books may be returned to the library and held for the next borrower. This service can be arranged at the main loan desk.

A faculty member may authorize one assistant, for a one semester period, to borrow library materials from most library units for the faculty member's use. This can be done by completing and filing a proxy authorization card for the main loan desk or for the service desk involved.

Any borrower intending to leave the local area for more than two weeks should make arrangements to insure prompt return of all library materials charged to him/her if they are recalled. A faculty member who resigns or who will be away from the local area for his/her entire sabbatical leave or other reasons is required to return all library materials before leaving.

Chapter Five

There is no limit on the number of books a faculty member may borrow at any one time; however, they must be returned or renewed at the end of each semester. It is expected that books needed for continual consultation would be purchased by a faculty member and not provided by the library.

If a faculty member has lost a library book, one of the following actions is in order:

Give the library an acceptable replacement copy and pay the processing fee, or
Arrange with the main loan desk to pay for the book, plus the processing fee.

Due to the nature of books on reserve for specific courses in the instruction program of the University, faculty members may borrow reserve books on a limited basis only, subject to recall for any borrower who needs a particular reserve book. Library sanctions will become applicable seven working days after the date of the return request.

Periodicals, both current and bound, some reference books, government publications, and phono records may usually be charged out to a faculty member at the departmental service desk handling these materials. These loans are usually for a short period of time. A faculty member is encouraged to photocopy materials needed for extended periods at the photocopy service office available in the library or in his/her department and to return periodicals promptly.

End of Academic Senate policy F77-23

15.2 SERVICES

Library Collections. Faculty may recommend purchase of print and non-print items for the collections. Recommendations should be forwarded to the departmental library liaison or to the appropriate subject specialist librarian. Requests are considered carefully within the constraints of curricular needs and library allocations for departments and programs.

Reserving Books. At the request of a faculty member, the Reserve Book Service will place books on reserve for student use. Forms for reserving books are sent to each faculty member prior to the beginning of each semester.

Reserving Media. At the request of a faculty member, the Media Access Center will place non-print materials (audio, video, software) on reserve for student use.

Online Public Access Catalog. An online public access catalog provides information on library holdings and availability. This service can be accessed via terminals in the Library or personal computers in faculty offices or homes.

Inter-Library Services. Books may be obtained by faculty members through interlibrary loan. Graduate students may also use this service. Undergraduates may borrow through Inter-library Services only if the books are available from another California State University library or from the University of California, Berkeley.

Information and Research Services. Librarians are available at reference service points to assist faculty in the use of the Library. They will also help compile brief, selective bibliographies.

15.3 FACILITIES

The Faculty and Graduate Student Reading Room, is located on the fourth floor. A faculty or graduate student identification card (code-punched by Student Services on the second floor of the Administration Building), is necessary for entry.

The Gibson Corner, located within the Faculty and Graduate Student Reading Room, is a reading area with locking carrels for emeritus faculty.

General Information, Resources and Services

Group Study Rooms are located throughout the building and may be reserved on an *ad hoc* basis through the Periodicals/Microforms Department Office.

- 16.0 **MAIL SERVICE.** The University maintains a central mail room for the purpose of coordinating all incoming, outgoing, and intra-campus mail.

Incoming and intra-campus mail is delivered to administrative offices and school mailrooms twice each day. Outgoing mail is picked up at the same time these deliveries are made. Mail may be brought to the Mail Services Office prior to 3:30 p.m. to be mailed that day. Outgoing mail must have a complete University return address, including the issuing department name.

All University mail, unless otherwise marked, will be metered at the lowest possible postage rate. Call the Mail Services Manager to coordinate handling, and to determine the most economical rate, for large mailings.

For expedited processing, it is required that all incoming and intra-campus mail be addressed as follows:

Incoming

Jane Jones
San Francisco State University
Department of Chemistry
1600 Holloway Avenue
San Francisco, CA 94132

Intra-campus

Jane Jones
Chemistry

The building and office number should not be used as a destination address, since mail is sorted by department name.

- 17.0 **MEDICAL TREATMENT OF EMPLOYEES BY THE STUDENT HEALTH CENTER.** The Board of Trustees of The California State University defines those employee services which can be provided as:

first aid treatment while on University premises;
first medical treatment of work injury;
diagnosis and prognosis of work-connected injuries;
arrangement for referral for treatment;
some pre-employment, periodic, or OSHA-mandated physicals, or preventive measures, all by pre-arrangement with Personnel Services.

An injury or illness which would be expected to result in payment of temporary disability compensation, industrial disability leave, or permanent disability benefits should be treated by a State Compensation Insurance Fund-approved physician after the initial injury evaluation. For additional information refer to the section on Workers' Compensation or contact Personnel Services.

- 18.0 **PARKING.** Priorities for parking permits for designated campus parking lots are determined by the school dean. An application for a parking permit should be made to the school or department office.

Under existing state regulations, any employee authorized by his/her department and desiring to park on the campus will be required to pay a fee each semester. Fees are paid at the Cashier's Office. A parking decal for the designated lot will be issued. The decal should be affixed to the vehicle according to the instructions.

Chapter Five

The permit does not entitle a faculty member to park in any one particular space. If the designated lot is full, the faculty member must go to the next highest numbered parking lot.

Public Safety Officers, on twenty-four hour patrol, will issue citations to illegally parked vehicles and to vehicles or drivers who fail to abide by the California Vehicle Code, City and County of San Francisco traffic code, and special regulations promulgated by the President of the University for the control of motor vehicles.

- 19.0 **PETTY CASH PURCHASES.** For supplies and services not costing more than \$50.00 for any single transaction, a faculty member may be authorized to make a cash purchase using his/her personal funds. Such a purchase must not be made without prior approval of the appropriate dean or department chair. The vendor's cash register tape or cash receipt sales ticket showing the item purchased must be kept in order to be reimbursed.

- 20.0 **PRINTING SERVICES.** The University Printing Services has been established to assist faculty in the preparation of materials for instructional purposes. The following services are available: graphics, typesetting, quick copy photo offset, and lithography. All requests must be accompanied by a requisition form which has been signed by the school dean or his/her designee.

Requests for lengthy jobs or those requiring special layout should be reviewed with the Printing Services manager in order to determine the time necessary to complete the project.

The resources of the Printing Services Center are available only for work which is related to the instructional program of the University. All work completed for research projects will be handled on a reimbursed basis. Reproduction of University material such as the *Class Schedule* or the *Bulletin* will not be done unless approved by the Vice President for Academic Affairs.

- 21.0 **PUBLIC AFFAIRS.** The Office of Public Affairs sponsors several programs which serve the campus community:

News Bureau. The News Bureau issues news releases and public service announcements about individual achievements, programs and events. It has the responsibility for responding to media inquiries about the University. The News Bureau also offers services to campus individuals and organizations seeking media access. The News Bureau maintains a "Guide to Faculty Resources," listing areas of faculty expertise, which the Public Affairs Staff uses and makes available to news media. All faculty are encouraged to fill out the form which is sent to them each year for updating.

Speakers Bureau. Public Affairs coordinates presentations to community groups by members of the faculty and staff. Information about topics and available speakers is distributed to senior citizens group, service and fraternal organizations as well as other clubs and associations in the University's service area. Anyone wishing to participate should contact the Office of Public Affairs.

Publications. The Office of Public Affairs publishes two official University publications:

Inside San Francisco State University is published six times a year. Its purpose is to provide information to the campus community and friends of the University about the University's programs, faculty, staff and alumni. Faculty, staff and alumni are urged to submit information about professional and community activities and new publications. *Inside* also publishes a comprehensive two-month calendar of University events. The deadline to submit information is generally one month before the issue is published. Call Public Affairs for more information.

Campusmemo is published each Monday and includes all official University announcements and general news about matters of internal interest. This is distributed to all faculty and staff.

General Information, Resources and Services

Honors Convocation. In conjunction with the Office of the President and the Office of the Associate Vice President for Student Affairs, Public Affairs plans and coordinates Honors Convocation at the end of each academic year. Each department chair or his/her representative is expected to participate in this event.

Commencement. In cooperation with the Office of the President, Public Affairs coordinates Commencement, including all physical arrangements, production of the program and dissemination of information to graduating students.

Emeritus Ceremony. In cooperation with the Office of the President, Public Affairs plans and coordinates a reception to recognize and honor new emeritus faculty. It is held the Wednesday before commencement.

- 22.0 **RESEARCH.** Research and sponsored projects are an integral part of the approved University educational program. The Director of Research and Professional Development reviews project commitments to sponsoring agencies to ascertain that they are acceptable to the University and that they may be satisfactorily fulfilled. The Director of Research and Professional Development acts on such matters as eligibility for project directorship, personnel issues related to grants and contracts administration, protection of human research subjects and other matters relating to encouraging and facilitating the successful performance of sponsored projects. All proposals for extra-mural funding are to be routed for the signatures of appropriate University officers including the department chair, school dean, Director of Research and Professional Development, Director of the San Francisco State University Foundation, Inc., Vice President for Administration, and Vice President for Academic Affairs. Questions about research and sponsored projects should be directed to the Office of Research and Professional Development.

San Francisco State University Foundation, Inc. The San Francisco State University Foundation, Inc., formed in 1946, is a non-profit, tax-exempt corporation established under the corporation code of the State of California to administer the fiscal and legal aspects of funds received for research and other project activity. The Foundation is governed by a nine-member Board of Directors. The Foundation is tax exempt under Internal Revenue Code Section 501 (c) (3). Donors and grantors may give gifts to San Francisco State for specific University purposes and obtain tax benefits.

- 23.0 **ROMBERG TIBURON CENTERS.** The Romberg Tiburon Centers are facilities located in Marin County and devoted to the support of a broad spectrum of teaching and research activities focusing on the environment of the San Francisco Bay. The Bay Conference Center is operated by Extended Education.

For additional information, consult the *University Bulletin* and the School of Science.

- 24.0 **SMOKING POLICY.** Smoking is prohibited in classrooms, laboratories, meeting rooms and elevators. Smoking may be permitted in shared offices by mutual consent. Smoking areas are designated in each building by permanently affixed symbols.

The full text of the smoking policy is published in University Executive Order No. 5 and is available in the Office of the President.

- 25.0 **SOLICITATION REGULATIONS.** For specific information regarding soliciting, selling, exposing for sale, or offering to sell any goods, articles, or published materials, contact the Office of the Vice President for Administration.

- 26.0 **TELEPHONE SERVICE.** Each faculty member is given a University telephone directory which lists all University numbers and describes how to place on- and off-campus calls.

Charging personal calls to University telephones is not permitted. In an emergency, the use of the University telephone is permitted but the call must be charged to the caller's private telephone.

Chapter Five

The University's restricted telephone system places an obligation on the faculty to make certain the telephones are not used indiscriminately and are not left unattended at any time. Students are not permitted to use University telephones. Pay phones are at convenient locations in each building.

27.0 TRAVEL. All travel away from the University during work days, regardless of funding, must be authorized before it is taken. Travel forms, including justification for the trip, must be approved by appropriate University administrators. Approval is given only when the trip is judged to be official and reasonable in time span and the faculty member's duties can be assumed by another faculty member.

All persons anticipating travel must know that unauthorized travel constitutes a breach of the *California Code of Regulations* and is considered as "absence without leave." The person absent without authorization may not submit a claim for travel expenses and, further, may be docked for the days he/she was absent from the campus.

University personnel should understand that adherence to travel regulations will protect their personal and family interests when they are performing University business i.e., Worker's Compensation and death benefits.

For information about forms and procedures for in- and out-of-state travel, contact the department office. In addition, see Article 32 of the Agreement regarding travel reimbursement.

- 28.0 UNIVERSITY CLUB.** The University Club was formed to further the educational, intellectual and research objectives of San Francisco State University by providing a facility where members of the faculty and staff can meet regularly both formally and informally. The University Club belongs to the Association of Faculty Clubs and has reciprocal arrangements with many clubs in the United States and Canada.

The University Club provides lunch and beverage service five days a week during the academic year and summer session. The Club is open from 8:30 a.m. to 6:00 p.m. during the academic year and from 8:30 a.m. to 3:30 p.m. during the summer. Upon request from members and eligible organizations, the Club is available for special banquets and private parties. Active memberships are available to all faculty and staff employed at least half time at the University. Associate memberships are available to retired faculty and staff, visiting faculty and spouses of active or associate members. New faculty and staff are invited to seek additional membership information by contacting the University Club at extension 1267.

- 29.0 UNIVERSITY WOMEN'S CLUB.** The objective of the University Women's Club is to stimulate, cultivate, and encourage the women of the University and to contribute to the enrichment of University activities.

Women faculty and staff and women who are spouses of faculty or staff are eligible for membership in the University Women's Club. The Club sponsors a wide variety of educational, service, and social activities.

- 30.0 VEHICLES -- STATE OR PRIVATE.** Several state-owned vehicles are available for use by the faculty in the performance of official University business. Only students who are employed by the University may operate vehicles.

All mileage costs, including mileage claims for use of privately-owned vehicles, will be charged to the school or department.

State law requires all employees who drive University vehicles or claim mileage for use of privately-owned vehicles on University business to complete the Defensive Driving Course once every four years. Faculty members who have not completed the three-hour course within the last four years should contact Personnel Services to enroll in the first available session.

ALL-UNIVERSITY COMMITTEES

- 1.0 **ACADEMIC AFFIRMATIVE ACTION COMMITTEE.** The Academic Affirmative Action Committee (AAAC) is discussed in full in the section on the Academic Affirmative Action Policy, Chapter Two, Section 18.
- 2.0 **ACADEMIC FREEDOM COMMITTEE.** The guidelines for this committee were approved by the President on February 9, 1971.

Charge.

To keep itself informed of current theory and practice of academic freedom;
To be alert to cases on campus involving possible infringements of the rights and responsibilities of academic freedom;
To receive requests for its study and advice concerning such cases of possible infringement of the rights and responsibilities of academic freedom on campus;
To support academic freedom and responsibility whenever and in whatever manner it deems necessary; and
To govern its actions so as not to interfere with the rights of the individuals involved in grievance procedures or with the effective functions of the grievance machinery.

Membership. Five faculty members elected by the faculty at large for a three-year term. (No member of the Academic Senate or of the University administration above the level of department chair shall serve on the committee.) See Chapter Four, Section 1.1, Guidelines for Academic Freedom and Responsibility

End of guidelines approved by the President on February 9, 1971

- 3.0 **ACADEMIC SENATE STANDING COMMITTEES.** See Appendix D: Committee Structure of the Academic Senate.
- 4.0 **ADMINISTRATIVE COMPUTING ADVISORY COMMITTEE (ACAC).** The Administrative Computing and Advisory Committee is discussed in Chapter Five, Section 8.0.
- 5.0 **ALL-UNIVERSITY COMMITTEE ON DISABLED STUDENTS, FACULTY, AND STAFF.** The following policy was approved by the Academic Senate on October 25, 1977, and by the President on November 22, 1977. (F77-24)

Charge. The All-University Committee on Disabled Students, Faculty and Staff shall aid the University in complying with CSU, state, and federal recommendations and regulations relating to disabled students, faculty, and staff. The committee also shall initiate efforts designed to improve conditions for disabled students, faculty, and staff.

The committee shall review existing University policies and practices to determine whether these policies and practices comply with CSU, state, and federal recommendations and regulations. The committee shall forward the results of its review to the President or his/her designee and to the Academic Senate. As new policies and practices develop, the committee shall review them to determine their impact on disabled persons. The policies and practices which fall within the scope of the committee's charge shall include, but not be limited to, those affecting employment practices and working conditions as indicated by relevant state and federal legislation; academic programs and conditions as indicated by relevant state and federal legislation; academic programs and nonacademic student services as indicated by relevant state and federal

All-University Committees

legislation; physical plant construction and operation; and other administrative affairs areas as these relate to the accessibility of employment conditions, of academic programs, and of nonacademic student services; as well as those affected by CSU recommendations and directives relating to disabled persons.

The committee shall recommend, to the President and to the Academic Senate, modifications of existing policies and practices which do not comply with CSU, state, or federal regulations relating to disabled persons.

The committee shall recommend, to the President and the Academic Senate, what appropriate remedial steps should be taken to eliminate the effects of any discrimination that resulted from adhering to non-complying policies and practices.

The committee shall review proposed major changes in physical plant structure or location, in academic programs, in non-academic student services, and in support services to assess the impact of the changes on disabled persons. Such changes shall include, but not be restricted to, major and minor construction, changes in location or major changes in operating policies of support services, changes in general graduation requirements such as revisions of communications skills or general education requirements. Proposals for such major changes should be forwarded to the committee in sufficient time for review prior to the implementation of the change. If the committee determines that a proposed change will have a deleterious effect upon the accessibility of programs or services to disabled persons, the committee shall forward its findings to the President, to the Academic Senate, and to the director of the unit or units involved in the change.

The committee shall develop policy recommendations designed to improve the accessibility of University programs and services to disabled people. These recommendations shall be forwarded to the President, to the appropriate University units, or the Academic Senate for consideration.

The committee shall seek sources of public and private funding to obtain budget authorizations necessary for improving the accessibility of University programs and services to disabled persons.

Membership. The committee shall consist of two representatives from Academic Affairs, appointed by the Vice President for Academic Affairs; two representatives from Administration, appointed by the Vice President for Administration; two students appointed by agreement among the Disabled Students Union, the Concerned Blind Students Association, and any other groups of disabled students which may, in future, obtain recognition as official University student groups; two faculty members (preferably disabled faculty members) appointed by the Executive Committee of the Academic Senate; two staff members (preferably disabled staff members); and the Coordinator of Disabled Student Services, who shall serve as an ex officio voting member.

The committee may, by majority vote, decide to add up to five additional voting members, provided that such additions serve at least one of the following purposes:

- To add representation from a unit which is essentially involved in implementing necessary policy or plant modifications;
- To provide additional expertise required for the committee's deliberations;
- To increase the representation of disabled persons on the committee, and particularly, to increase the representation of persons with different types of disabilities.

Such additional appointments are subject to annual renewal.

The committee may, by majority vote, invite representatives of interested community groups or agencies to serve as non-voting adjunct members, for the purpose of integrating University and community efforts to improve conditions for disabled persons. Such invitations are subject to annual renewal.

The committee shall elect its chair annually by majority vote.

Chapter Six

The parties responsible for making appointments to the committee shall publicize the fact that such appointments are to be made, so as to make it possible to secure nominations or self-nominations from members of the campus community.

End of Academic Senate policy F77-24

- 6.0 **ALL-UNIVERSITY COMMITTEE ON INTERNATIONAL PROGRAMS.** The following policy was approved by the Academic Senate on May 19, 1987, and by the President on June 6, 1987. (S87-151)

Charge. The All-University Committee on International Programs is charged to perform the following functions:

- a. Advise the Director of International Programs.
- b. Formulate curricular and policy recommendations to be forwarded to the Academic Senate through its standing committees and to other all-University committees (such as the Graduate Council, the General Education Council or the Interdisciplinary Council) as appropriate.
- c. Represent the faculty on matters concerning international programs.
- d. Elicit support from the faculty and administration for international programs.
- e. Facilitate coordination of inter-school and all-University projects which enhance the University's international programs.
- f. Develop plans for new international education projects, in cooperation with departments or schools.
- g. Collect, compile and transmit information about the University's international programs:
 1. Receive reports from the units which operate international programs about the activities of these programs.
 2. Collect and compile whatever additional information about the operation of the University's international programs the Committee deems necessary to fulfill its charge.
 3. Inform the campus community about opportunities provided by international programs.
 4. Bring any problems or concerns regarding the operation of international programs to the attention of whichever university offices or committees have responsibility for resolving such problems or concerns.
 5. Report annually to the Academic Senate.

Responsibilities. The Committee on International Programs is responsible for maintaining liaisons with departments, administrative units, institutes and other offices or groups which affect, or are affected by, the operation of the University's international programs. These include, but are not limited to, international programs which are housed in the various schools, exchange programs with foreign universities, and faculty groups interested in aspects of the curriculum which are directed to international studies or to international students. Members of the committee should keep themselves informed about the campus's involvement with international concerns. Members of the committee also should keep themselves informed about the needs of exchange scholars and of international students, and, if appropriate, they should bring such needs to the attention of the entire committee.

Membership. The Committee on International Programs shall consist of the following members:

- a. One member selected from each school, according to the usual procedure of the school. (8)
- b. One member of the Vice President for Academic Affairs' staff, designated by the Vice President for Academic Affairs. (1)
- c. One member representing each of the following offices: Admissions and Records and Student Affairs (2)
- d. One member of the Academic Senate, elected by the Academic Senate. (1)
- e. One student selected by the Associated Students. (1)
- f. The Director of International Programs. (1)

Total Membership: 14

All-University Committees

Members shall serve for two-year terms, with the exception of the following:

- a. The members representing the Academic Senate and the Associated Students shall be selected annually.
- b. The Director of International Programs shall serve as an ex-officio, non-voting member.
- c. The member of the Vice President for Academic Affairs' staff shall serve at the pleasure of the Vice President for Academic Affairs.

End of Academic Senate policy S87-151

- 7.0 **ALL-UNIVERSITY TEACHER EDUCATION COMMITTEE (AUTEC).** The following policy was approved by the Academic Senate on March 3, 1987, and by the President on March 12, 1987. (S87-146)

Charge.

a. As University Forum

1. AUTEC shall serve as a major University forum for issues related to teacher education, and shall foster positive attitudes toward teacher education and the teaching profession.
2. AUTEC shall promote meaningful and positive collaboration among faculty from the subject area departments, the School of Education, and the K-12 public-private school community.
3. AUTEC shall work in close cooperation with participating departments and the Liberal Studies Council.

b. As Policy Formulator

1. AUTEC shall make recommendations that relate to academic policies which affect the quality of teacher education programs.
2. AUTEC shall make recommendations regarding the allocation of adequate University resources and the procurement of outside funds to support quality programs of teacher education.
3. AUTEC shall formulate policies affecting university-wide responsibility for preparation of teachers. These policies shall include such issues as:
early field experiences;
certification of subject matter competency;
multicultural knowledge and skills;
joint supervision of student teachers in credential programs; and
computer literacy.
4. AUTEC shall formulate policies relating to the recruitment of racial and ethnic minority students into teaching credential programs
5. Policies formulated by AUTEC will go through appropriate Academic Senate committees.
6. AUTEC will be guided by State regulations pertaining to credentialing of candidates and CSU directives pertaining to teacher preparation.

c. As Policy Monitor

1. AUTEC shall have responsibility for monitoring the implementation of its policies by the Teacher Credential Committee (TCC) and other relevant units of the University. As needed, it shall meet with the TCC to ascertain the degree to which its policies are being effectively carried out by the TCC, schools, and departments of the University.
2. AUTEC shall design and make available a procedure by which any department or School may appeal to AUTEC an action or decision of the TCC relating to AUTEC policies.

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Membership

Vice President for Academic Affairs or designee from the Vice President for Academic Affairs' office	1
Chair or designee from Liberal Studies	1
Chair or designee from Teacher Credential Committee	1
Deans or designees from each school	8
Chair or designee, Elementary Education	1
Chair or designee, Secondary/Post Secondary Education	1
K-12 (public school) representative	1
Teacher education student	1
Academic Senate representative	1
Dean of Students or designee	1

The above members of the committee will select from the University faculty one additional member of the committee to insure that the committee represents the multicultural diversity of the campus community and help formulate AUTC policies with respect to multicultural programs and student recruitment.

1

Total

18

All terms are for a period of one year.

End of Academic Senate policy S87-146

- 8.0 **BOARD OF APPEALS AND REVIEW (BOAR).** The following policy was approved by the Academic Senate on May 22, 1984, and by the President on June 4, 1984. (S84-121)

All students at San Francisco State University, as they work toward their educational objectives, are expected to adhere to a number of regulations and policies which have been established by the State Legislature, the Board of Trustees of The California State University, and San Francisco State University.

In administering these regulations and policies, the University recognizes that it must at times take into consideration the special needs of the individual student. The President, by virtue of his authority and responsibility for the administration of the educational program in the University, has delegated to the Board of Appeals and Review the responsibility for ruling on requests for special consideration. This Board, in addition to acting on student requests for special consideration, also evaluates policies and regulations and, when appropriate, recommends to the appropriate body reconsideration of policies and recommends modifications in interpretation and application of policies.

Membership on Board of Appeals and Review includes: Dean of Graduate Studies; the Dean of Undergraduate Studies; four faculty members (appointed by the Academic Senate to serve two-year terms with one faculty term ending each year), no more than one may be appointed from any one school; the Director of Enrollment Services; the Director of Advising; the Registrar (non-voting, to serve as secretary and record-keeper); and two students (selected by the Associated Students).

It is anticipated that the Vice President for Student Affairs might attend sessions of BOAR at will or by invitation to consult with the Board or to clarify issues of mutual concern. The Vice President will not be a voting member.

A quorum is defined as a minimum of five voting members present at the scheduled BOAR meeting.

BOAR shall select its own chair.

BOAR normally meets monthly during the academic year.

All-University Committees

8.1 REQUESTS FOR EXCEPTIONS TO ACADEMIC POLICIES SUBJECT TO BOAR REVIEW

Appeals of Direct Action. The Board hears appeals on the following direct actions:

Withdrawal from an individual course which has been previously denied at the school dean's level;
Withdrawal from the University occurring within the last three weeks of the semester or retroactively for reasons other than "verified cases of accident or serious illness;"
Administrative withdrawal for academic reasons (e.g., upon repeat of same course within one year);
Changes to or from Auditor status after the deadline when denied at the school dean's level.

Appeals for Exception to University Graduation Policies. The Board hears appeals on the following University graduation policies:

That only 30% of a student's courses may be graded "Credit;"
That only 60 units may be in one discipline (major);
Course equivalencies for graduation requirements which do not fall into normal guidelines (except BOAR cannot act on cases involving acceptance of community college work as upper division credit, which is prohibited by *Title 5*);
That there must be 45 graded SFSU units to qualify for graduation with honors;
The retroactive award of a degree for students who have missed filing deadlines and petition for the degree retroactively rather than accepting the next available degree date. (Requests falling within one year of the date of graduation have customarily been acted on by the Admissions and Records staff);
The acceptance of upper division credit which was completed prior to the award of the bachelor's degree as a graduate degree program (beyond that allowed by University criteria of having been completed the last semester of undergraduate study and not in excess of 12 units).

Requests for Exceptions Not Subject to BOAR Review. The Board does not review the following requests for exceptions:

Stipulated requirements of *Title 5*, or other state laws or regulations;
Grade changes subsequent to the award of a degree;
Any change of grade within the appropriate grading policy involving a reevaluation of work (authority for which has been delegated to each school Grade Appeal Committee as established by the school dean);
Course equivalencies involving an evaluation of course content in terms of its applicability to major program requirements;
Change in major program requirements;
Variations in G.E. requirements which have been denied by the Undergraduate Dean's Office and by the Council of G.E. Advising Coordinators acting as an Appeals Board. (Should G.E. policy and practice change so as to abolish the Council of G.E. Advising Coordinators, BOAR might assume this review function.)

8.2 RIGHTS OF CONSULTATION. BOAR members may, in individual appeal cases where additional clarification is needed, solicit consultation with appropriate deans, faculty, or students.

When a student files a petition, a copy should be sent to all participants in the original action.

8.3 REPORTING RELATIONSHIP. BOAR shall report through the Academic Senate to the President.

End of Academic Senate policy S84-121

9.0 COMMITTEE FOR THE PROTECTION OF HUMAN SUBJECTS. The following guidelines were approved by the President on April 15, 1972.

Chapter Six

The Committee for the Protection of Human Subjects (CPHS) is an administrative committee of the University charged with the responsibility for reviewing research and related activities involving human subjects in order to assure that the rights of such subjects are safeguarded. The committee's membership includes at least six persons of varying backgrounds of which one member must be a representative of the community. The Director of Research and Professional Development, the Director of the Office of Faculty Research and Grants, a representative of the San Francisco State University Foundation, Inc., and the Executive Secretary of the committee serve as ex officio members. Appointments to the committee are made by the Director of Research and Professional Development with concurrence of the Executive Committee of the Academic Senate. The committee is administratively responsible to the Director of Research and Professional Development.

End of guidelines approved by the President on April 15, 1972

- 10.0 **GENERAL EDUCATION COUNCIL.** The following policy was approved by the Academic Senate on March 1, 1977 and by the President on March 4, 1977. (S77-15)

Authority. The General Education Council (GEC) will be responsible for establishing policies and principles which govern the general education program. An academic review of the program will be conducted every five years in accordance with the guidelines established by the Trustees for academic program review. The GEC will be responsive to and initiate adjustments in objectives, principles, and programs as changing times and needs demand. The Council will submit its decisions and recommendations to the Educational Policies Council (EPC). Upon final approval, the Dean of Undergraduate Studies, in cooperation with the GEC, will facilitate the implementation of adjustments in the program and will assure that all areas within Segments I, II, and III are responsibly and adequately represented.

Functional Responsibilities. In addition to supervising the five-year program review, the General Education Council will establish a significant, on-going research program for the general education program. The GEC will create a General Education Research Committee to guide this on-going research, some of which might be conducted by the Office of Institutional Research. The members of the General Education Research Committee should be chosen for their competence in conducting such research.

The General Education Council will review and approve those procedures to be used in electing members to the various committees of the council.

The General Education Council will monitor and review decisions made by the committees of the council and will act as a board of appeals.

The General Education Council will develop a standard, objective course evaluation instrument that is administered on a regular basis for all courses that are part of the general education program and will use these evaluations for further decisions relative to continuation of courses for general education offering. The GEC may discontinue a course if the evaluations of that course indicate that the standards and objectives of general education have not been met.

The General Education Council will monitor the FTE garnered by the general education curriculum and insure that the allotment of FTE will be assigned through the appropriate school to the faculty member's department.

Relationship to the Education Policies Council and the Senate. The GEC shall make its recommendations in writing to the EPC. After review, the EPC will forward its own recommendations to the Senate for action.

The GEC shall make an annual report to the Senate at the end of each spring semester.

Composition and Terms of Service. The General Education Council will be composed of one member elected by the faculty of each school, the Library, and Student Affairs (deans and associate deans are ineligible to serve); one student member; and the Dean of Undergraduate Studies.

All-University Committees

Term of office will be three years, with initial terms staggered among one, two, and three years.

End of Academic Senate policy S77-15

11.0 GRADUATE COUNCIL. The following policy was approved by the Academic Senate on October 7, 1975.

The Graduate Council shall serve as the primary advisory body to University-wide administrators in the area of graduate studies and graduate programs.

The Graduate Council shall serve the University's graduate advisors and coordinators by providing a forum for communication among all those who are involved in supervisory or coordinative efforts with post-baccalaureate education on departmental, school, or University-wide levels.

Although the Academic Senate's Educational Policies Council (EPC) has the major policy-recommending function for the University in the area of educational policies, the GC may initiate policy recommendations related to graduate studies and graduate programs, which it will refer to the EPC. The EPC may elect to use the GC as a sub-committee to which it can refer requests for new graduate programs, changes in graduate programs, or other policy issues related to graduate studies. Among specific charges that fall within the jurisdiction of the EPC that may be delegated to the GC for recommendation are: the establishing of criteria for adoption or modification of degree programs (or special non-degree programs); the general scope and relative size of programs; general university academic standards for post-baccalaureate work; admissions policy; student course load; and grading standards--within the framework of pertinent Title 5 code provisions.

Under any circumstance, close liaison between the GC and EPC will need to be maintained.

Terms for Graduate Council Members. One member shall be elected from each school. The procedures for selecting candidates for this position will be left to the discretion of the schools. (Each department which has post-baccalaureate programs or concentrations shall exercise one vote in the selection of the school representative to the Graduate Council.)

The school representative to the Graduate Council is responsible for insuring the existence of efficient communication among school graduate advisors and coordinators and between school graduate coordinators and the GC. The term of office of a school representative to the GC shall be two years, except that those initially selected shall draw lots so that one-half of them will serve for one year. Selection shall take place in the spring, and a new term shall commence at the end of the spring semester in which an individual is selected. Individuals serving as school representatives are eligible to succeed themselves in office.

One member from the EPC. Normally this person should be someone experienced in the supervision or coordination of graduate work. This individual shall be appointed by EPC for a one-year term and shall be eligible to succeed him- or herself in office for not more than four years.

The Dean of Graduate Studies (or his/her designee).

One post-baccalaureate student selected according to procedures determined by the Associated Students. The term in office for the post-baccalaureate student shall be two years.

The Academic Senate shall elect two additional faculty members who have an interest in, and responsibility for, graduate work. The term in office for the members elected by the Academic Senate shall be two years except that initially one shall be elected for a two-year term and one for a one-year term. They shall be eligible to succeed themselves. Election of these members shall take place in the spring semester.

The Chair of the Graduate Council shall be elected by the Council.

Operation of the Graduate Council. The GC shall hold at least one meeting each semester for all department graduate coordinators and advisors. This meeting shall serve as a communications session and

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as a forum in which items for future consideration by the GC may be proposed. Additionally, the GC normally will hold at least one ordinary business meeting monthly during the instructional year.

- 12.0 **INSTRUCTIONAL COMPUTING ADVISORY COMMITTEE (ICAC).** The Instructional Computing Advisory Committee is discussed in Chapter Five, Section 8.0.
- 13.0 **LIBERAL STUDIES COUNCIL.** The following Academic Senate policy was approved by the President on April 30, 1986. (S86-96)

The Liberal Studies Council has the following functions:

To plan, review, and recommend academic policies for the Liberal Studies Program;

To serve as the primary curricular review and recommendation body for Liberal Studies including course and program proposals intended to meet program requirements;

To assist in the formulation and implementation of plans for advising; articulation among schools, with Elementary Education and with community colleges; and evaluation of the Liberal Studies Program;

To serve as an advisory body to the Vice President for Academic Affairs' Office and relevant school deans on matters important to the smooth functioning of the Liberal Studies Program; and

To serve as a forum for the dissemination of information and the discussion of issues relative to the Liberal Studies Program; in particular, to establish regular channels of communication with liberal studies faculty and advisors and with other schools that offer courses taken by liberal studies majors (i.e., Business, HPER, Ethnic Studies).

Membership. The plan for membership of the Liberal Studies Council is intended to assure that both the schools involved in the program and the four Liberal Studies Areas are represented by at least two individuals. In addition, it is intended that liaison with the committee of the Academic Senate be accomplished by having a non-voting representative from the Educational Policies Council (EPC). The Dean of Undergraduate Studies is expected to serve as an ex officio, non-voting member. The voting faculty members should be chosen from among the Liberal Studies faculty; that is, those faculty who have demonstrated and are willing to continue a commitment to the program by serving as advisors, teachers, and in other important service roles. The area coordinators should receive special consideration as potential council members. The selection method should be determined by the relevant school or schools for the area or department involved.

The term of the school representatives is to be two years. Those schools with more than one representative are expected to review for continuance or replacement at least one of their representatives each spring for service in the following two academic years. The EPC representative is to be selected at the pleasure of that council with the expectation that the appointment will be reviewed in the spring for service in the following academic year.

Given the complexities of the Liberal Studies Program, representatives to the council are expected to devote considerable time and effort in making the program work well. Schools and departments should include assessment of Liberal Studies Council membership in retention, tenure, and promotion considerations and all other personnel evaluations.

Membership of the Liberal Studies Council

Voting Members

Schools or Departments

2	Humanities (English, Comp. Lit. & Speech Communication)
2	Science
2	Behavioral and Social Sciences

All-University Committees

Voting Members

Schools or Departments

- | | |
|---|--|
| 3 | Humanities & Creative Arts (1 from Humanities, Philosophy, & Foreign Languages and 2 from Art, Music, Theatre & Inter-Arts Center) |
| 1 | School of Ethnic Studies |
| 1 | HPER |
| 2 | School of Education (at least one member from Elem. Educ.) |

Total Number of Voting Members: 13

Non-Voting Members

- | | |
|---|---|
| 1 | Educational Policies Council (liaison representative) |
| 1 | Dean of Undergraduate Studies (ex-officio) |
| 1 | Advising Center |

Total Number Non-Voting Members: 3

Selection and Role of Chair. The Chair of the Liberal Studies Council is to be elected by the membership of the council in the spring of each year for service in the following academic year. The chair, in consultation with the Dean of Undergraduate Studies, schedules meetings of the council, prepares agendas, and provides follow-up on actions taken.

Actions of the Council. The Liberal Studies Council is to serve much in the same manner as departmental and/or school curricular committees. Actions by the council are to be normally directed to the Dean of Undergraduate Studies for implementation as may be appropriate, or for review through normal approval channels and, when appropriate, for forwarding to the standing review committees of the Academic Senate (i.e., CRAC or APC).

A quorum consists of eight members present at a duly called meeting of the council. If all thirteen voting members are present at a meeting, at least seven members must vote to approve an action item. While these are minimal guidelines, it would be hoped that on most issues extraordinary efforts would be made to obtain support for an item which is well in excess of the minimal indicated.

Role of Vice President for Academic Affairs' Representative. The Dean of Undergraduate Studies is the Vice President for Academic Affairs' representative charged with the general overall coordination of the Liberal Studies Program. In this capacity, the Dean is a facilitator responsible for making the day-to-day decisions necessary for the smooth operation of the program. In addition, the Dean of Undergraduate Studies is expected to provide secretarial support for meetings of the council.

End of Academic Senate Policy S86-96

14.0 LIBRARY COMMITTEE

Charge. The Library Committee shall advise the Director of the Library on the resolution of problems affecting the library in respect to its function as an all-university support service. The committee is responsible for attempting to obtain a balance between the library considered as an independent unit and the library considered as providing support service to the diversified clientele which comprises the University.

Membership. One faculty member from each school, selected by the Academic Senate from nominees presented by the schools for a two-year term.

- 15.0 LITERACY COMMITTEE. The following policy was approved by the Academic Senate on May 19, 1987, and by the President on June 6, 1987. (S87-14).

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Purpose. The Literacy Committee exists for the purpose of encouraging broad and effective participation by all segments of the campus community in the development of programs which will address all aspects of the literacy problem.

Responsibility. Charges to the committee will be developed sequentially, beginning with the writing skills program and later expanded to include reading and other aspects of literacy. Subsequent charges may be formulated by the committee or by the Educational Policies Council. In either case, the EPC will have the ultimate responsibility for recommending action on such charges. The committee has been given the following responsibilities:

- a. To develop and recommend criteria for the approval of alternatives to English 214.
- b. To review and make recommendations on proposals for approved alternatives developed by the schools in accordance with the approved criteria.
- c. To recommend procedures and standards for monitoring and evaluating each aspect of the writing skills program: English 50, 114, 214, the alternatives to English 214, the English Placement Test, the Junior English Proficiency Essay Test (JEPET), and English 414.
- d. To submit a report to the Academic Senate on the writing skills program by the end of spring semester, 1978, and annually thereafter.

Authority. The Literacy Committee makes policy recommendations (e.g., item a., above) to the Educational Policies Council of the Academic Senate. It will make administrative recommendations (e.g., items b. and c.) to the Vice President for Academic Affairs.

Membership. The committee consists of eight members: three faculty members from the Department of English elected by the department according to its established procedures for committee membership; three faculty members from areas other than the Department of English, elected at large; one student selected by the Associated Students; and one member of the Academic Affairs staff appointed by the Vice President for Academic Affairs.

Members of the committee will be selected with due attention to their qualifications to discharge the professional responsibilities of the committee, including the important responsibility of evaluating the effectiveness of the program. Candidates for election to the committee will be expected to submit position papers describing their qualifications and their commitment to literacy.

Terms of Service and Selection of Chair. The six elected faculty members will serve for a three-year term. A member may stand for reelection or reappointment for one successive term only.

The committee will elect one of its members as chair for a one-year term. The chair will be granted assigned time consistent with the work load of the committee.

End of Academic Senate policy S87-14

16.0 RESEARCH AND PROFESSIONAL DEVELOPMENT COMMITTEE. The following is Academic Senate policy S77-22.

Charge. The Research and Professional Development Committee (RPDC), an all-University committee, shall invite, evaluate, and recommend funding of proposals pertaining to faculty research and development from all segments of the University. The categories of operational responsibility for this committee are: faculty development fund grants, Chancellor's mini-grants, single-campus grants, multi-campus grants, special CSU funds applied for by campuses, other funds which may become available for competitive distribution to faculty.

All-University Committees

The committee shall evaluate proposals on a competitive basis and rank them according to merit. All ranked applications for faculty development fund grants shall be reported to the President's budget hearing committee which, in turn, shall determine how many of the highest ranked projects may be funded from available resources. Applications for Chancellor's mini-grants, single-campus grants, multi-campus grants, and other funds which may become available will also be evaluated on a competitive basis and ranked according to merit. These ranked applications will be reported to the Director of Research and Professional Development and the Associate Vice President for Academic Programs and Planning for funding (in the case of mini-grants) or recommendation to the Chancellor's Office (in the case of single- or multi-campus grants). The RPDC will consult with standing Senate committees when appropriate.

Regarding policy, the committee has the primary responsibility to:

Formulate and revise for recommendation to the Academic Senate and President, general policies on University research and project activity;

Recommend allocation of such portions of the University budgets as are available to support research and related activities;

Review and recommend to the Office of the Vice President for Academic Affairs procedures to carry out the policies of the University on research and specially funded instructional innovation;

Make recommendations regarding priorities in the use of University facilities in cases where requests for facilities to conduct research exceed existing resources;

Receive and make recommendations regarding interpretation and application of the foregoing policy at the request of individuals, of the administration, or of both jointly; and

Encourage the development of individual, group, and university-wide research projects and, when called upon, assist in coordinating them.

The committee's regular advisory statements shall be addressed to the Academic Senate, with copies to the President and other appropriate University officers. The committee's Faculty Development Budget reports shall be addressed to the President's budget hearing committee, with copies to the Academic Senate. The Research and Professional Development Committee shall render an annual report to the Academic Senate. Clerical support for the committee's activities shall be furnished by the Office of the Director of Research and Professional Development.

Membership. Four members chosen by the Academic Senate for two-year terms. The terms of the four members shall be set in such a fashion that they overlap, and that only two of the four faculty members' terms shall expire each year. Faculty members who anticipate that they will not be able to complete a full two-year term ought not to serve, as the purpose of the two-year overlapping terms is to provide continuity among the elected faculty members on the committee. (Senate selected members may be drawn from faculty outside the Senate's membership.)

One member chosen by the Senate's Executive Committee from among its membership for a one-year term.

One academic dean appointed yearly by the President.

A teaching-faculty representative of the San Francisco State University Foundation Board of Directors, selected by that board for a two-year term.

The Director of Research and Professional Development who is responsible for the facilitation of faculty research shall serve in an advisory capacity.

Chapter Six

Adjunct members may be added to the committee for special periods or purposes. (Such members must be acceptable to a majority of the regular committee.)

End of Academic Senate policy S77-22

- 17.0 **UNIVERSITY ANIMAL CARE AND USE COMMITTEE.** The University Animal Care and Use Committee (UACUC) is an administrative committee of the University charged with the responsibility for reviewing research and related activities involving animals in order to assure that appropriate care is taken in their handling. The committee's membership includes representatives from the Departments of Biology and Psychology, and the Center for Advanced Medical Technology. Appointments to the committee are made by the President. The Committee is administratively responsible to the Director of Research and Professional Development who acts on the President's behalf.

- 18.0 **UNIVERSITY INTERDISCIPLINARY COUNCIL.** The following policy was approved by the Academic Senate on April 30, 1985, and by the President on May 21, 1985. (S85-74)

The University Interdisciplinary Council has the following functions:

Exercise academic leadership in developing and fostering interdisciplinary efforts for the benefit of the University as a whole.

Serve as the collaborating, cooperating, communicating body for all existing interdisciplinary efforts across campus.

Consult with schools on the form and characteristics of their interdisciplinary centers.

Review and comment on all new, cross-school interdisciplinary curricular proposals, both undergraduate and graduate, in an advisory capacity to the Associate Vice President for Academic Programs and Planning and the Senate committee on Curriculum Review and Approval.

Consult the Segment III Committee of the General Education Council in the development of criteria for evaluating proposed subsets of interdisciplinary minors and other interdisciplinary packages for meeting general education requirements. Consult subsequently with the Segment III Committee in the review of specific proposals.

Support faculty who wish to engage in the creation and implementation of interdisciplinary activities, whether a single instance (e.g., team-taught course), a research proposal, or a total curriculum. The council requires access to budgetary resources, including faculty time when necessary, to carry out this function.

Publicize and represent the University's interdisciplinary activities to the campus at large and to the interested public.

Recommend changes in the University's procedures that facilitate interdisciplinary activities; e.g., FTE accounting, budget review, personnel evaluations, registrations, class schedule construction.

Conduct periodic reviews of interdisciplinary activities of students and faculty at San Francisco State and report findings to the President. Special attention should be devoted to the maintenance of high educational quality.

Membership. The Interdisciplinary Council shall consist of school representatives elected by the faculty of the schools for a three-year term; the Chair of the Educational Policies Council of the Academic Senate or designee; the Vice President for Academic Affairs or designee; the University coordinator of Interdisciplinary Studies (Dean of Undergraduate Studies); and the Dean of Graduate Studies, or his designee.

University Coordinator. The Dean of Undergraduate Studies shall serve as the University Coordinator for Interdisciplinary Studies.

All-University Committees

The functions of the University Coordinator shall include but not be limited to:

Work closely with and provide staff support to the University Interdisciplinary Council in all of its functions.

Present the recommendations of the council to the appropriate agencies of the University; e.g., the Vice President for Academic Affairs, the Academic Senate, etc.

Coordinate budgeting and support requests of the Interdisciplinary Council through the Vice President for Academic Affairs.

Work closely with the Academic Senate in order to assure that the interests of interdisciplinary cooperation are represented in all important areas of decision-making.

Keep in close contact with the school coordinators and provide whatever facilitation possible to their efforts, especially in the realm of curriculum development.

Inform faculty of funding opportunities and provide guidance in the pursuit of extramural support for interdisciplinary research and development.

Provide a focal point along with the council for the University's commitment to interdisciplinary studies.

End Academic Senate policy S85-74

- 19.0 UNIVERSITY PROMOTIONS COMMITTEE. The University Promotions Committee operates according to the policy and procedures specified in the Promotions Policy. See Chapter Two, Section 8.

Membership. The University Promotions Committee shall consist of five members, elected according to the following procedures. During the spring semester, one tenured full professor from each school shall be nominated by the respective school faculty according to the procedures for electing school representatives to the Academic Senate. An all-university election will be held by the end of April to elect the members of the University Promotions Committee from the pool of nominees. Each faculty person may vote for as many persons as there are vacant seats in this election. Those receiving the highest vote tally shall be elected to the committee. In case of a tie vote for the last seat, a run-off election between the tied candidates shall be conducted.

School deans, University and school administrative officers, department chairs, members of department promotions committees, members of the Academic Senate and Academic Freedom Committee are not eligible to serve. Members of the University Promotions Committee are not eligible to serve on a department promotions committee.

In the event a school does not have at least two eligible tenured full professors, the school shall have the option of recommending its nominee to the University election from the pool of eligible tenured full professors university-wide. The school shall decide upon its nominee through a school election process.

If a vacancy occurs on the University Promotions Committee after the University election, the person with the next highest number of votes in the University election shall be appointed.

Term. Each member of the University Promotions Committee serves a term of two years. Members may succeed themselves in office, with the exception that no one may serve for more than four consecutive years.

In the first year of the committee's operation, two members, chosen by lot, will serve terms of a single year, in order to provide for staggered terms. Thereafter, only those schools who would not have members continuing on the University Promotions Committee may submit nominees for the annual election to the committee.

Preface to the Appendices

Preface to the Appendices

The Agreement Between the Board of Trustees of The California State University and the California Faculty Association: Unit 3 - Faculty governs the terms and conditions of employment for all faculty in the bargaining unit. Any statement in the Appendices that conflicts with any provisions of the Agreement is superseded by the Agreement.

While San Francisco State University recognizes the unique role and responsibilities of the Academic Senate and respects collegiality in governance, the University is legally bound to comply with the terms of the Agreement. For this reason, the Constitution of the Faculty of San Francisco State University and the By-Laws of the Academic Senate of San Francisco State University, as well as the Senate's Committee Structure and Faculty Elections and Referenda Procedures have been printed as appendices. This positioning is meant to convey the precedence of contract language in all instances where wording conflicts.

The following terms and conditions in the Constitution of the Faculty of San Francisco State University are among those that conflict with the Agreement:

- the "Definition of Faculty" (Article I) which includes administrators and student services professional personnel who are not in Unit 3;

- the "Responsibilities" (Article II) which include dismissals and business and fiscal matters; and

- the "Voting Eligibility" (Article I) which creates confusion with the voting eligibility sections of the Agreement.

Any wording in the By-Laws of the Academic Senate, the Committee Structure of the Academic Senate, and the Faculty Elections and Referenda Procedures which incorporates the Constitution of the Faculty by reference also creates conflict with definitions and provisions of the Agreement.

Questions about these and other conflicts of wording may be addressed to the Office of Faculty Affairs.

THE ACADEMIC SENATE

The Academic Senate, established in 1963, is the representative faculty government of the University and shall exercise the powers of the faculty. Currently, it is composed of sixty-one members who are elected or appointed as follows: thirty-seven members elected proportionately from each school, professional library staff, and professional student affairs staff; ten members-at-large elected by the voting faculty; four ex-officio (voting) faculty members who are representatives to the Statewide Academic Senate; the President or his/her delegate; four members of the faculty or administrative ranks appointed by the President; the Associated Students' President, one undergraduate-at-large student elected by the Associated Students' Legislature, and one graduate-at-large student elected by the Associated Students' Legislature; and one staff member appointed by the Staff Council. The outgoing Chair of the Academic Senate serves on the Executive Committee of the Senate for one year subsequent to the completion of his/her term, so that if his/her membership on the Senate has expired, he/she would serve one more year, thus raising the membership of the Senate to sixty-two.

Appendix B

CONSTITUTION OF THE FACULTY OF SAN FRANCISCO STATE UNIVERSITY

ARTICLE I

Section 1. Name

The name of the organization shall be the Faculty of the University.

Section 2. Membership

Membership in the Faculty requires membership in an academic department or program, on the professional library staff, or on the student affairs professional staff. If a person is on administrative assignment but has retreat rights to an academic department, then that person is a member of the Faculty. Membership in the Faculty shall be distinct from membership in a collective bargaining unit or a management classification. A Faculty member may be tenured, on tenure-track or a lecturer. Membership in the Faculty shall not lapse because of a leave of absence, assigned time for non-classroom projects, attainment of emeritus status or early retirement. Disputes concerning membership in the Faculty shall be resolved by the Executive Committee of the Academic Senate.

ARTICLE II

Section 1. Responsibilities

The Academic Senate, subject to established policies and regulations of the Legislature and the Trustees and the concurrence of the President of the University, shall formulate policies and procedures regarding:

- a. appointment and review of academic administrators
- b. faculty appointment, retention, tenure, promotion, leave and dismissal
- c. curriculum and instruction
- d. library and research
- e. student affairs, admissions, retentions, awarding of grades and graduation
- f. business and fiscal matters
- g. campus development
- h. academic and professional standards
- i. mission and goals
- j. other matters about the welfare and excellence of the University

Section 2. Presidential Concurrence

Upon passage by the Academic Senate or the Faculty, proposed policies and procedures will be submitted to the University President for consideration and action. Policies and procedures will become official on the date of concurrence by the President. In the event of a disagreement between the President and the Senate, the President will review the issues with the Executive Committee of the Academic Senate before making a decision. The President will respond in writing to the Academic Senate about policies and procedures with which she/he does not concur. The response shall provide an explanation of the reasons for the lack of concurrence with the Academic Senate. When the President does establish his/her own policy, in part or in full, rather than accepting the Senate-recommended policy, the *Faculty Manual* shall show which portions are independently-developed executive policy.

Constitution of the Faculty of San Francisco State University

ARTICLE III

Section 1. Organization of the Faculty of the University

A. Officers

Officers of the Faculty of the University shall be the President of the University, the Chair of the Academic Senate, the Vice Chair, and the Secretary of the Academic Senate, who shall be the Secretary of the Faculty.

B. Meetings

Meetings of the Faculty of the University:

1. Must be called at least once during the academic year; the Chair of the Academic Senate or his/her designee shall preside;
2. May be called by the President of the University at which time he/she may preside;
3. May be called by one-third of the Academic Senate at which time the Chair of the Academic Senate or his/her designee shall preside;
4. May be called by a petition signed by at least fifty voting members of the Faculty, at which time the Chair of the Academic Senate or his/her designee shall preside;
5. Shall be conducted with *Robert's Rules of Order* as a guide.

C. Quorum

The quorum shall be specified in the By-Laws.

D. Powers

The Faculty delegates its powers to the Academic Senate except those it may choose to reserve for itself, as provided below.

A quorum of the Faculty may consider any subject at a general faculty meeting but may not take binding action except insofar as a proposal may by a majority vote of those present and voting be referred to the Faculty for a written referendum vote.

Section 2. Voting

All members of the Faculty have certain voting rights. Those members who are tenured or on tenure-track are eligible to vote in referenda, for senators-at-large, for tenure-track senators from schools and in all-university elections. Full-time lecturers are eligible to vote in referenda, for senators-at-large, for lecturer senators from Schools and in all-university elections. Part-time lecturers with appointments of .20 or more, but less than full-time, are eligible to vote for school representatives as provided in Article IV, Section 1 D. below.

ARTICLE IV

Section 1. Membership of the Academic Senate

Elected members of the Academic Senate must be voting members of the Faculty of the University as defined in Article III, Section 2, of the Constitution. All elected members of the Senate may have not more than 6 units of administrative time for administrative duties with the exception of department chairs.

Appendix B

The Academic Senate of the University shall consist of:

- A. One member elected by and from the voting members of the Faculty of each school, as long as such entities are separate instructional units; one member elected by and from the professional library staff and one member elected by and from the student affairs professional staff.
- B. Additional members elected by and from the voting members of the Faculty of each school, or other entity within the institution based upon an entitlement to additional membership of one additional member when the full-time faculty equivalent exceeds 50 in the appropriate jurisdiction, two additional members when the full-time faculty equivalent exceeds 100, and such additional members when the full-time faculty equivalent exceeds 150, etc., as would be appropriate using the formula expressed herein. The count for full-time faculty equivalents for the purpose of election shall be taken at the beginning of the spring semester.
- C. Ten members chosen at large, elected by and from the voting members of the Faculty.
- D. Eight representatives (one from each school) elected by and from all lecturers in the school with appointments of 20 or more and in residence in the spring semester. Lecturers with appointments in more than one school will vote in the school in which they have the highest time base; when appointments in two or more schools are of equal time base, the lecturers will choose in which school they wish to vote.
- E. The Associated Students President, one undergraduate-at-large student (elected by the Associated Students Legislature), one graduate-at-large student (elected by the Associated Students Legislature) shall be members of the Academic Senate. Such students must be enrolled for at least the same number of units as required for membership on the Associated Students Legislature and meet the other levels of academic standards required for membership on the Associated Students Legislature. The terms of office shall be determined by the Legislature of the Associated Students.
- F. One staff member. The term of office, qualifications, and means of selection for such staff member shall be determined by the San Francisco State University Staff Council.
- G. The President of the University.
- H. The Vice President for Academic Affairs of the University.
- I. Four members, from the Faculty, or administrative ranks, or student body at large appointed annually by the President of the University.
- J. All members elected to the Academic Senate of the California State University shall become ex-officio members of the local Senate for the duration of their terms on the State Senate. State Senators already serving on the local Senate at the time of their election to the state-wide group shall be replaced on the local group.
- K. The outgoing Chair of the Academic Senate shall serve as a member of the Senate for one year subsequent to the completion of the Chair's term.
- L. Terms of Office.
 - 1. The terms of office of all elected members of the Senate shall be three years, beginning at the first regularly scheduled meeting in or after June, except for an organizing meeting.
 - 2. Elected members of the Senate may succeed themselves for one full term. No member of the Senate shall serve more than six successive years as an elected member of the Senate.

Constitution of the Faculty of San Francisco State University

- M. Vacancies in the elected membership of the Senate shall be filled as follows:
1. Vacancies in positions from the schools and other entities shall be filled following normal election procedures for the balance of the term of office.
 2. Vacancies in at-large positions shall be filled by normal election procedures.
- N. The Faculty of each school or other entity shall determine its own method of nominating and electing members and shall file a copy describing its methods with the Secretary of the Academic Senate.
- O. The members-at-large of the Academic Senate shall be nominated in a process open to tenured, and tenure-track faculty and full-time lecturers allowing for nominees from the previous Senate, as shall be determined in the By-Laws. Such nominees will be candidates in an election by the Faculty in such method as may be determined in the By-Laws.

Section 2. Duties of the Academic Senate

- A. The Senate, in order to perform its duties, shall create committees as provided in Article IV, Section 3. The Senate may request reports from any of the committees when the Senate deems such reports appropriate. The Senate shall make minutes of all faculty committees accessible to the Faculty, except for minutes of confidential meetings.
- B. The Senate shall adopt and may amend its By-Laws.
- C. The Senate shall make provision in its By-Laws for its operation during Summer Sessions and other interim periods.

Section 3. Organization of the Academic Senate

A. Officers of the Senate

The officers of the Academic Senate shall include a Chair, a Vice Chair, and a Secretary. They shall be elected from the incoming and continuing membership of the Academic Senate to serve a one-year term.

B. Committee Structure of the Academic Senate

The Committees of the Academic Senate shall include the Executive Committee and such other Standing Committees, All-University Committees and *ad hoc* Committees as the Academic Senate shall determine. The Senate also participates in two additional types of Committees: Committees on which the Senate has liaison members or representatives and committees for which the faculty members are recommended for executive appointment. The Executive Committee shall consist of the officers of the Senate, two additional members elected for terms of one year, the outgoing Chair who shall serve for one year subsequent to the completion of his/her term, and the Chairs of the Senate's Standing Policy Committees.

C. Record of Meetings

The Academic Senate shall keep a record of its proceedings which shall be available to the Faculty. Summary minutes shall be distributed to the Faculty.

Appendix B

ARTICLE V

Section 1. Adoption of this Constitution

This Constitution shall be adopted by a favorable vote of the majority of the Faculty of the University who vote, as defined at the time the vote is taken, but shall not be adopted if fewer than 200 favorable ballots are cast.

Section 2. Amendment

Amendments to this Constitution may be initiated in the same way that any other motions are initiated by the Academic Senate or may be initiated by members of Faculty calling for a general meeting of the Faculty, as provided for elsewhere in this Constitution. Proposed amendments adopted by the Academic Senate following its usual rules for the adoption of motions, shall be presented in written form to the voting members of the Faculty, as elsewhere defined in this Constitution, and shall be adopted by a favorable majority vote by the members of the Faculty who vote, but shall not be amended if fewer than 200 favorable ballots are cast.

Academic Senate
March, 1989

BY-LAWS OF THE ACADEMIC SENATE OF SAN FRANCISCO STATE UNIVERSITY

I. GENERAL PROVISIONS

The By-Laws of the Academic Senate are subordinate to the provisions of the Constitution adopted in June 1963, and to any subsequent amendments of the Constitution.

II. ACADEMIC SENATE

A. Election of Members

1. Members-at-large. Nominations shall be submitted in writing by members of the Faculty to the Senate Chair. Each nomination should be accompanied by the candidate's declaration of intention to stand for election. All faculty so nominated shall be included in the list of candidates.
2. The election of members-at-large shall be held prior to April 15th of each year.

B. Officers

1. Executive Committee

- a. Officers and two additional members of the Academic Senate shall be elected annually by the incoming Academic Senate at either a regular or a special meeting in May. Officers and two members shall serve for a period of one year or until their successors have been elected. In the event that the Chair succeeds himself/herself, no person shall fill the seat of the immediate past chair.
- b. The chairs of each standing policy committee shall be elected by the members of each committee, who shall serve for a period of one year or until the next Senate election of officers.

2. The Chair of the Academic Senate shall:¹

- a. Call and preside at meetings of the Academic Senate and of the Executive Committee;
- b. Have general supervision of the business of the Academic Senate;
- c. Prepare the agenda for meetings of the Academic Senate as directed by the Executive Committee;
- d. Give notice of meetings of the Academic Senate to each member;
- e. Be spokesperson for the Academic Senate in representing Senate decisions;
- f. Exercise general supervision over the office of the Academic Senate and its staff.

3. The Vice-Chair of the Academic Senate shall:

- a. Act for Chair in the Chair's absence or at his/her request;
- b. Become Chair in the event the office of the Chair becomes vacant.

¹ These responsibilities may be delegated by the Chair to other members of the Academic Senate.

By-Laws of the Academic Senate of the San Francisco State University

4. The Secretary of the Academic Senate shall:

- a. Exercise general supervision over the taking and keeping of minutes of the Academic Senate;
- b. Be responsible for records of decisions made by the Faculty.

C. Meetings

1. There shall be at least one regular meeting of the Academic Senate during each month of each semester. This provision does not apply to months in which a semester begins after the middle of the month or ends before the middle of the month. The Chair shall call the September meeting as soon as possible following the start of classes in the fall. Regular meetings shall be scheduled during the 2 to 4 hours or the 2 to 5 hours on Tuesday. The Chair of the Senate or the Executive Committee of the Senate are empowered to choose between these two alternatives. The deliberations of the Academic Senate shall cease at 4:00 p.m. (or 5:00 p.m.) unless (1) one week's notice of a longer meeting is given to members of the Senate or (2) three fourths of the Senators present, by motion moved and seconded prior to 4:00 p.m., decide to continue to a time certain beyond that hour.

The agenda for regularly scheduled meetings of the Senate shall be placed before the Senate for its approval at the inception of each such meeting. Items may be added to or reordered on the agenda by majority vote of the Senate. After seconding of a motion to reorder or to add an item to the agenda, the maker and supporters of the motion shall be given an aggregate of three minutes to argue on its behalf. Opponents of the motion shall then be given an aggregate of three minutes to reply, after which the previous question shall be called by the Chair. It is understood that the customary manner for an individual senator to add items to the agenda when the time permits is to approach the Executive Committee in person or in writing.

2. Special meetings of the Academic Senate shall be held if requested by any of the following:

- a. Chair of the Senate
- b. Executive Committee
- c. Any seven members of the Senate.

The agenda for such meetings shall be stipulated in the request and shall be distributed in advance of the meeting to all Senate members. Items may be added to the end of the agenda by a majority vote, but cannot be taken out of order except by a two-thirds vote of those present.

3. The meeting place of the Academic Senate shall be decided by the Executive Committee.
4. The time of special meetings of the Academic Senate shall be decided by the Executive Committee. Special meetings shall be held within one week after valid request for such a meeting has been made.
5. Notice of all meetings of the Academic Senate shall be made to its members and the agenda published.
6. All meetings of the Academic Senate shall be open except when the Senate, by majority vote, shall declare itself to be in executive session, in which event only members of the Academic Senate will be permitted to attend.
7. The rules contained in the latest edition of *Robert's Rules of Order* shall govern the Senate except where otherwise specified in these By-Laws.

Appendix C

8. A majority of the authorized membership must be present to constitute a quorum. A quorum must be present at all times in order for the Senate to conduct its business.
9. Voting on substantive motions shall take place only after a second reading of the motion at a meeting subsequent to the meeting at which it was first introduced, except that the Academic Senate, by three-fourths vote of those members of the Senate present, may waive this requirement.
10. A vote of the majority of those voting, but no fewer than fifteen members, is necessary to constitute an official action of the Senate. An abstention shall not be counted as a vote cast. If the vote at a second reading should constitute a majority of those voting but fewer than the required fifteen, the motion under consideration shall be placed on the agenda for the next Senate meeting for one and only one further consideration.
11. It shall be the policy of the Senate that debate on any motion on the floor may not be closed until three speakers have been heard, unless fewer members wish to speak.
12. Senate members may not be represented or vote by proxy.

D. Internal Committee

1. The Executive Committee shall be responsible for preparing the agenda, for advising the Chair regarding the conduct of Senate business, and for such additional duties as the Senate may assign.
2. The Executive Committee shall have the authority to act for the Academic Senate, except that in addressing the Chancellor, the Trustees, or other appropriate bodies on matters of policy it shall distinguish whether it is expressing the position of the Academic Senate or the position of the Executive Committee alone. This authority should be exercised only when a situation arises requiring resolution before the next regular meeting of the Academic Senate is feasible. In any case, the Committee shall report such action to the Academic Senate at the first meeting of the Senate following the action.
3. A summer committee of the Academic Senate, composed of no fewer than six members of the Senate, shall be available on an emergency basis during the months of June, July, and August for consultation, calling of special Senate meetings, and handling of such duties as may be delegated to it by the Senate.
4. The Academic Senate may form, supervise, and disband any other committees within its membership. The Senate may delegate its duties, but not its responsibilities, to its own subcommittees or to other bodies as it may authorize.

III. FACULTY MEETINGS

- A. Two hundred members of the Faculty must be present to constitute a quorum. A quorum must be present in order for the Faculty to conduct its business. Faculty members may not be represented or vote by proxy.
- B. A quorum of the Faculty may consider any subject at a general faculty meeting but may not take binding action except insofar as a proposal by a majority vote of those present and voting is referred to the Faculty for a written referendum vote.
- C. The presiding officer shall make the final determination as to the results of a vote. Motions for reconsideration may be made. Vote by secret ballot on any motion may be required by any faculty member, seconded by nine additional faculty members.

By-Laws of the Academic Senate of the San Francisco State University

- D. The Academic Senate, after consultation with the President of the University or his/her duly appointed representative, shall prepare and publicize the agenda for each faculty meeting.

IV. MISCELLANEOUS

- A. The Executive Committee is authorized to collect voluntary dues at the rate of \$5.00 per month from the Faculty and to form a nonprofit unincorporated association for the collection of same.
- B. The Executive Committee is authorized to appoint one member of the Faculty as Parliamentarian of the Senate. The Parliamentarian shall attend Senate meetings to advise the Chair on procedural matters.
- C. The Senate Executive Committee or its designees shall serve as alternates to the Statewide Senate delegation.

In case an elected Statewide Senator is forced to miss a meeting of the Statewide Senate, that person, at the earliest possible time, shall notify the senior or next senior member of the San Francisco delegation who shall proceed down the list of designated alternates until an alternate able to attend the meeting is found.

- D. In the event a member of the Academic Senate is absent for two successive meetings without written notification to the Executive Committee, that member shall be deemed to have resigned and the seat shall be filled as specified in the University Faculty Elections and Referenda Procedures. Should illness or emergency prevent a member from providing written notification, the Executive Committee is empowered to waive the requirement for written notification, as long as such a waiver does not deprive the faculty or any of its units of adequate representation on the Academic Senate.
- E. Elected members of the Senate may succeed themselves for one full term. No member of the Senate shall serve more than six successive years in that capacity. The time spent by a Senator in replacing another Senator on leave or absent for any reason shall not be included in the above stated limitations of service. Leave of absence from the Academic Senate shall be limited to two consecutive semesters.
- F. The Executive Committee shall determine the electorate of the student affairs professional academically-related area after consultation with representatives of the group.

V. AMENDMENTS OF THE BY-LAWS

- A. These By-Laws of the Academic Senate may be added to or amended by a two-thirds vote of the Senate. The rules given above under Sections II, C.7, C.8, C.9 and, C.10 shall apply.

Academic Senate
March, 1989

STANDING COMMITTEE STRUCTURE OF THE ACADEMIC SENATE

A. Constitutional Authority for Senate

The Academic Senate derives its primary authority from Article II, Sections 1 and 2 of its Constitution. Its committee structure reflects this authority.

B. Committee Structure

The Standing Committees of the Senate are:

1. Academic Policies
2. Academic Program Review
3. Curriculum Review and Approval
4. Educational Policies Council *
5. Faculty Affairs
6. Student Affairs

* The Academic Policies Committee and the Curriculum Review and Approval Committee comprise the Educational Policies Council. The Chair of APC shall serve as Chair of EPC, which is required to hold one meeting each semester. For further information see Action Recap Volume VI, No. 15, pp. v-viii.

C. Charges and Composition of Standing Committees

1. Academic Policies

a. Charge.

The Academic Policies Committee shall study and evaluate existing educational policies and plans and may initiate recommendations for changes in them. No modifications in such plans or policies shall be implemented without the approval of this Committee.

Among the specific functions of the Academic Policies Committee (APC) are the following:

- (1) The review of and suggested modifications in the academic master plan based on the continuing analysis of the educational objectives of the University and the needs of its students;
- (2) The determination of the general scope and relative size or priority of programs;
- (3) The establishment of criteria for adoption or modification of degree programs;
- (4) The review of grading practices and standards;
- (5) The review of admissions policies;
- (6) The review of each year's academic calendar; and
- (7) The development of criteria governing experiential learning, both prior (e.g., CEEL, credit by examination, advanced placement) and sponsored (e.g., internships, supervised field experiences), and of procedures for implementing such criteria.

b. Membership.

- (1) A minimum of seven members of the Academic Senate
- (2) Two students, one graduate and one undergraduate, appointed by the Associated Students

Standing Committee Structure of the Academic Senate

(3) The Vice President for Academic Affairs

2. Academic Program Review

a. Charge.

The Academic Program Review Committee (APRC) shall perform three major functions:

- (1) **Consultation:** One or more members of APRC shall meet annually with school(s) whose departments are preparing academic program reviews to explain the purpose of the review process and to answer questions. APRC also shall monitor the academic program review process to ensure that information and assistance are available as needed.
- (2) **Review:** APRC shall receive copies of each school review from the Vice President for Academic Affairs' Office. Departmental reviews shall be available to APRC upon request. APRC shall consider each school review and hear statements from the Vice President for Academic Affairs' staff about its accuracy and thoroughness. APRC shall meet with the school dean and other school representatives to insure that it has reasonably complete data. Using those data, APRC shall evaluate each school's program recommendations.
- (3) **Recommendation:** APRC shall send a summary report of the committee's review to the Vice President for Academic Affairs for transmission to the school under review. APRC shall send any policy recommendations and an annual report to the Academic Senate. APRC also may transmit reports and recommendations to other units as appropriate.

b. Membership.

- (1) A minimum of seven members of the Academic Senate, plus one member selected by the faculty of each school under review, plus the Associate Vice President for Academic Programs and Planning or designee
- (2) The chair of the APRC shall be selected from among the senators on the committee according to the usual Academic Senate procedures
- (3) The chair of the APRC shall serve on the Senate's Executive Committee.

3. Curriculum Review and Approval

a. Charge.

The primary responsibility of the Curriculum Review and Approval Committee (CRAC) is to ensure that University programs follow those criteria and procedures developed by the Academic Policies Committee. In particular, it shall:

- (1) Review proposals for new or revised majors, minors and concentrations.
- (2) Review all course and program recommendations made by and develop charges (as appropriate) to the General Education Council, the Graduate Council, and the All-University Literacy Committee.
- (3) Ensure appropriate consultation among academic deans and schools of the University in order to minimize course duplication and proliferation; and

No changes falling within its area of responsibility shall be implemented without the approval of this Committee.

b. Membership.

- (1) A minimum of seven members of the Academic Senate
- (2) One undergraduate student and one graduate student appointed by the Associated Students

Appendix D

(3) The Associate Vice President for Academic Programs and Planning

4. Educational Policies Council

a. Charge.

- (1) The Educational Policies Council (EPC) shall meet at least once each semester to discuss policies and priorities being established by the Academic Policies Committee, implementation and review procedures being followed by the Curriculum Review and Approval Committee and charges levied by the Academic Senate, the President or the Office of the Vice President for Academic Affairs.
- (2) Annually, the Educational Policies Council shall appoint one of its members to serve on and to act as liaison with the General Education Council.
- (3) Annually, the Educational Policies Council shall appoint one of its members to serve on and to act as liaison with the Graduate Council.
- (4) Annually, the Educational Policies Council shall appoint one of its members to serve on and to act as liaison with the Interdisciplinary Council.

b. Membership.

- (1) The Educational Policies Council shall be composed of the Academic Policies Committee and the Curriculum Review and Approval Committee, both Standing Committees of the Academic Senate.
- (2) The Chair of the Academic Policies Committee shall serve as the Chair of the Educational Policies Council.

5. Faculty Affairs

a. Charge.

- (1) The Faculty Affairs Committee (FAC) shall study and evaluate existing policies and may initiate recommendations for change in, or for more successful implementation of, such policies. The Faculty Affairs Committee may also initiate policy. Specific concerns include but are not limited to: hiring, retention, tenure and promotion; faculty evaluation; faculty professional development; professional ethics; consultative practices and policies concerning administrative appointments and selection of department chairs; affirmative action; and academic freedom.
- (2) Modifications in such policies shall be implemented after consultation with the Faculty Affairs Committee, except for those mandated by a collective bargaining contract.
- (3) In the area of faculty affairs, the Faculty Affairs Committee shall serve as the principal recommending body to the Academic Senate.

b. Membership.

- (1) A minimum of seven members of the Academic Senate, including at least one lecturer
- (2) The Associate Vice President for Faculty Affairs

6. Student Affairs

a. Charge.

The responsibility of the Student Affairs Committee is to define and recommend to the appropriate body institutional policy as it affects students, including but not limited to the following areas: student life services; advising and counseling; testing and student learning; Student Union; financial

Standing Committee Structure of the Academic Senate

aid; foreign students and other special groups; health services; housing; student government; student conduct; and student justice. The Committee shall also concern itself with instructionally related University activities such as intercollegiate athletics, publications and Creative Arts productions.

- (1) The Committee has a primary responsibility to bring before the Academic Senate, the Associated Students, or the administration, wherever appropriate, policy matters in the area of student life. It will be responsible for defining, recommending and periodically reviewing policy in the realm of student life in order to provide additional direction to those charged with administering institutional policy.
- (2) The Committee will receive recommendations and opinions from other established bodies and committees on possible institutional policy regarding student affairs.

In carrying out the above policies, the Committee will be guided by the following principles as reaffirmed by the Academic Senate (May 9, 1967).

- (1) At San Francisco State University, students are respected as adults and citizens of the community and as such have all the rights and responsibilities of adults and citizens to participate in University and community affairs. These rights and responsibilities are to be guarded and fulfilled.
- (2) If students as citizens act under the rights which are theirs, they must also accept the legal and ethical responsibilities which accompany these rights.
- (3) The University, by its very nature, is a publicly supported institution designed to assist the student in developing as an adult and as a citizen, but which by law and good judgment cannot involve itself in partisan or other activities which might hinder its effectiveness as an institution of higher education serving people of all faiths, creeds, and political beliefs.
- (4) The University cannot assume legal or financial responsibility for any person, whether faculty, student, or staff, who is not acting as its agent. In no student activity are students acting as agents of the University unless expressly stipulated by the University authority.
- (5) All policies set out and activities carried on in the area of student affairs will be accomplished in a spirit of contributing to the larger intellectual aims of the University community.
- (6) All institutional policies governing student affairs now in existence will be honored by the Committee unless specific Committee action is taken to the contrary.

b. Membership.

- (1) A minimum of seven members of the Academic Senate
- (2) Associate Vice President for Student Affairs
- (3) Five students, one each representing freshmen, sophomores, juniors, seniors, graduates (student committee members shall be elected by the Associated Students Legislature).

D. Senate Standing Committee Procedures and Rules.

Their status as standing committees under the Academic Senate By-Laws entrusts to them the task of evaluating and developing All-University programs, policies, and procedures, and submitting recommendations which will aid the Senate in discharging its responsibilities. Members of committees represent the entire University rather than reflect the special interests of subdivisions of the University. The widest appropriate distribution of information to schools, departments, or to the general faculty by committees considering measures of concern to those schools, departments, or general faculty is herein recommended. Standing committees continue to have the privilege, if not the obligations, of inviting guests and of notifying interested parties when matters of mutual concern are under consideration.

Appendix D

The following recommendations may apply to all committees although they do not appear in the individual descriptions or charges.

1. Unless otherwise indicated, committees are free to establish their own rules and procedures and are invited to recommend to the Senate changes in structure or function. Meetings should normally be open rather than closed. (See special circumstances.) Committee chairs and members may invite resource personnel to meetings.
2. Committees may utilize the services of faculty for resource purposes, may create their own sub-committees or request the assistance of the Executive Committee for such purposes. All decisions and voting privileges, however, will be exercised only by duly appointed committee members.
3. On (or shortly before) June 1 of each year, each standing committee will forward to the Secretary of the Senate a brief written report of work accomplished, or in progress, since the filing of the previous year's report. No year-end report will be considered a majority report unless it has been signed by a majority of the committee's or council's voting members; this shall not preclude the right of minority reports. These reports will be reviewed by a special review committee consisting of seven senators recommended by the Executive Committee. Approval of these reports will be assumed on a "no protest" basis, although Senate action may be taken if the review committee so recommends. The recommendations of the review committee shall be submitted to the Academic Senate at the earliest practical date in the fall semester.
4. Shortly after the seating of the new Senate, the Executive Committee will appoint senators to standing policies committees. At a time specified by the Chair of the Academic Senate, all new committees will convene for orientation and organization. At the first meeting of the Senate in the fall, the Executive Committee will recommend its standing committee appointments to the Academic Senate for approval.
5. A majority of a committee shall constitute a quorum except as otherwise stated.
6. Materials dealing with personnel cases or with matters deemed by a designated committee to be of a privileged nature shall be accessible only to current members of the designated committee.
7. Committees shall meet regularly (not less than once a month during the academic year) and upon the call of the Chair of the Committee or at the request of the Chair of the Academic Senate. If a Committee member is absent from two consecutive regularly scheduled meetings of a Committee without prior notification of the Chair, the Chair may request that the Executive Committee of the Senate declare the seat vacant. A replacement will then be made in accordance with the established procedures governing that Committee.
8. Each Committee may choose to add up to two faculty members as regular voting members if it concludes this will add special competencies to its membership, assist in the solicitation of the widest possible range of views, or otherwise increase its productivity. These members are in addition to those members selected by the Executive Committee.
9. If disagreements, not otherwise reconcilable, occur between University-level administration and other administrative levels or between the several schools concerning the implementation of policies or application of guidelines, or concerning whether proposed actions exceed allocation or violate established policies and guidelines, such disagreements and problems shall be considered by the Executive Committee and may be referred to a standing committee.
10. When the Standing Committee unanimously approves an item, the item shall be forwarded to the Academic Senate as a "consent" item.

UNIVERSITY FACULTY ELECTIONS AND REFERENDA PROCEDURES

These election procedures apply to three categories of elections and referenda, those that involve the total faculty electorate in the University, the constituency of a School, and the membership of the Academic Senate.

A. ALL-UNIVERSITY ELECTIONS

All-University elections include, among other possibilities, those that select faculty representatives for at-large membership on the Academic Senate, the Statewide Academic Senate, administrative consultation committees, and the Academic Freedom Committee. The Promotions Committee elections will be discussed in a separate section, although many of the provisions which follow also apply to it.

1. Elections Committee

There shall be an Elections Committee composed of three members chosen by the Executive Committee. It shall be the responsibility of this Committee to review periodically election procedures of the University, Senate, and schools to recommend any appropriate revisions. In any instances of disputed All-University or Senate elections, the Elections Committee shall serve as final arbitrator. Additional functions of this Committee are described, where applicable, in the following paragraphs.

2. Announcement of Elections

Announcements of elections shall be made in *Faculty Action* and by direct communication with the school deans.

3. Electorate

In most instances of All-University elections the electorate is determined by the provisions of the Faculty Constitution. In any instance where the Constitution would not determine the electorate, the Academic Senate shall have this responsibility.

4. Nominations

Nominations may be made by any member of the electorate so long as the person being nominated agrees in writing to stand as a candidate. In some instances the Academic Senate or the Executive Committee of the Senate might wish to serve as an initial nominating committee, especially for such *ad hoc* All-University committees that might be deemed necessary. There shall be a minimum of ten working days notice between the announcement of an All-University election and the deadline for the receipt of nominations. This deadline shall not be extended as long as there have been nominated twice as many candidates as there are offices, but must be extended for only five working days (and publicized) should the number of nominations fall short of this requirement.

5. Distribution of Ballots

The distribution of ballots is the responsibility of the Office of the Academic Senate. The up-to-date listing of the electorate shall provide the basis for this distribution. The distribution should be by department, with responsibility resting at the departmental level for the final distribution to faculty members.

University Faculty Elections and Referenda Procedures

6. Return of Ballots

For purposes of processing, envelopes containing ballots may be opened on a flow basis and the ballots numbered sequentially to ensure that they are counted just once, and delivered immediately to the Computer Center for data entry. During the processing, only Senate and Computer Center Staff shall have access to any open ballot. No tabulation of ballots shall occur until after the announced deadline for ballots to be received has passed and all data have been entered.

7. Listing of Names on Ballot

Names will be listed on ballots by a random drawing of lots. The identifying description of the candidate will coincide with the listing of the individual in the *University Bulletin* or other official records; e.g., Associate Professor of Sociology or Professor of Accounting; Department Chair, Accounting.

8. Approval Voting System

In an all-university election, the system known as approval voting will be used. Regardless of how many candidates there are or how many places are to be filled, under approval voting the voter may vote for any number of candidates, but may not cast more than one vote for a candidate. Winning candidates are those with the highest number of votes. In the event of ties that preclude determination of winner or winners, a run-off election will be held among those so tied.

9. Void Ballots

Ballots will be considered void if they are not accompanied by the voter's signature, if they arrive past the deadline, or if they violate any other specific requirements in the election. There shall be no requirement that a voter must vote for the required number of candidates.

10. Replacements

Should a vacancy develop during the academic year in any position selected by an All-University election, the individual receiving the highest number of votes among those not elected in the most recent election for that office will serve as a short-term replacement for the remainder of the year; i.e., should an elected member leave the University or resign from office in the middle of the year, this system would provide a substitute for the remainder of the year. Should an elected member go on leave for not more than one year, his/her substitute would be determined by this process. Should a representative be absent from his/her seat for more than a year or should a representative resign from a seat when there is more than one year remaining in his/her term, the balance of the term shall be filled at the next regularly scheduled annual election. At any election at which both full and partial terms are at stake, individuals will be assigned to the full and partial terms as determined by their rank order in the election. Any problem not met by these replacement procedures will be settled by the Elections Committee.

11. Statements by Candidates

Candidates for All-University elections should be encouraged to file statements reflecting their views that are pertinent to the particular election. These statements shall be distributed with the ballots.

12. Counting of Ballots

It is the responsibility of the Elections Committee to make decisions on the legitimacy of individual ballots and to certify the results of the election.

Appendix E

B. Promotions Committee Elections

Except where indicated below, the procedures for other All-University elections shall be followed in the election of faculty members to the Promotions Committee (i.e., Provisions 1, 2, 3, 5, 6, 7, 8, 9, 10 and 12 presented in Part A of this document apply).

1. Nominations

Candidates for the Promotions Committee must be tenured full professors. (Persons not eligible for membership on the Committee include University deans, administrative officers of schools, department chairs, and members of the Academic Senate. No person shall serve simultaneously on the department promotions committee and on the University-wide Promotions Committee.) Persons due to be on leave the following year are not eligible.

Nominees shall be elected by each school and the library. The person being nominated must agree in writing to stand as a candidate. Only those schools (or the library) who would not have members continuing on the University Promotions Committee may submit nominees for the annual election to the Committee.

2. Statements by Candidates

No statements will be required by candidates but they will be expected to assist in the preparation of a biographical summary that will appear in the ballot.

3. Timing

The Promotions Committee elections will be conducted in the spring semester and should be completed by June 1. The announcement for nominations should be issued no later than February 16. Nominations will be accepted during the remainder of February.

C. School Elections

The elections referred to in this section include only those in which school representatives are selected for the Academic Senate, All-University Standing Committees, and other *ad hoc* committees at the University level requiring unit representation.

It is not the intent of the Academic Senate to prescribe election procedures for the schools. The principle of a large degree of decentralization and autonomy seems appropriate. However, to ensure a minimum amount of uniformity and regularity, the following procedures shall apply:

1. All units shall select an Elections Committee which will have the responsibility for conducting school elections and such other duties as might be delegated to it.
2. All units shall develop and file in the Senate office a statement of election procedures.

Beyond these two requirements, schools are free to operate as they desire. In elections where eligibility for candidacy and to vote are specified in the Faculty Constitution, these limitations will naturally obtain. Many of the procedures listed in this document as requirements for All-University elections should serve as guidelines, with some modification, for unit elections. This would include the procedure requiring majority vote, the replacement provision, and the nominations process.

University Faculty Elections and Referenda Procedures

D. Senate Elections

Elections in which only the Academic Senate membership votes include the Senate's election of its own Executive Committee, working committees for Senate business, and some ad hoc All-University committees. It shall be the responsibility of the Academic Senate to determine which ad hoc All-University committees are to be chosen by the Senate and which are to be determined by the total faculty.

1. Executive Committee Elections

- a. The spring organizational meeting of the Senate shall be held as soon after completion of election of new members as practicable, but in no case later than the end of instruction in the spring semester. At that meeting, the identified members of the Senate for the next academic year shall elect their officers.

A Senate member on leave for the fall semester shall be deemed eligible to vote for Senate officers. In the instance of a Senate member on leave for the entire academic year, the replacement shall be deemed eligible to vote.

The new Senate will assume its official duties meeting on June 1.

- b. Offices shall be filled one at a time in order of Chair, Vice-Chair, Secretary, first at-large-member, second at-large-member.
- c. Nominations shall be made by individual members of the Senate by secret ballot.
- d. Senate members shall have the opportunity of withdrawing their names from nominations after the nominations have been announced.
- e. Voting shall be by written ballots unless there is only one nominee.
- f. To be elected, a Senate member must receive a majority of the votes cast. (A written abstention shall not be considered a vote cast.) In a run-off election, the candidates shall be those listed in rank order of votes received whose combined total of votes first exceeds a majority (i.e., if the top two have such a majority, they will be the candidates; if it takes the top three for such a majority, they are the candidates, etc.)
- g. For the purpose of this election, the Chair shall appoint two retiring Senate members as an Elections Committee to handle the voting procedures.

2. Elections: Senate Working Committees and All-University Ad Hoc Committees Chosen by the Senate

In view of the diversity of such elections, procedures that would encompass all such elections would be complex and burdensome. Thus, the procedures suggested below are intended only as guidelines for most elections. The Executive Committee shall either decide on the procedures for specific elections or delegate this final decision to the Senate.

- a. The Executive Committee shall serve as a nominating committee for such committees. Senate members may make floor nominations and shall be notified of the elections in sufficient time to secure nominees who have agreed to run. Where appropriate, the Senate shall attempt to expand the number of faculty involved in academic governance.
- b. In instances where there are numerous nominees for a particular position, the majority vote requirement is advisable.

Appendix E

- c. The term of service on committees shall be two years unless specified otherwise for an individual committee.

E. Referenda

When referenda have been decreed by the Faculty or the Senate, the Executive Committee shall have the responsibility of deciding whether or not position statements on the referenda issues should be promulgated with the ballot. Should such statements be required, the Elections Committee or the Executive Committee will be responsible for spelling out the issues in the referenda.

Procedures for All-University elections (Part A) shall be followed, where applicable [i.e., provisions (2) announcement of elections (referenda); (3) electorate; (5) distribution of ballots; (6) return of ballots; (9) void ballots; (12) counting of ballots.]

- F. The names and addresses of the chairs of the sponsoring groups should be included on all campaign literature.

G. Terms

The term of service for any person elected or appointed to a committee by the faculty, the Senate, or the Executive Committee shall be a specified duration for that committee.

Academic Senate
March 1989

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WORKING DRAFT
SFSU ACADEMIC EQUITY GOALS
DRAFT FOR DISCUSSION ONLY

UCHR

WORKING DRAFT

DRAFT

WORKING DRAFT

March 7, 1990

SAN FRANCISCO STATE UNIVERSITY ACADEMIC EQUITY GOALS

San Francisco State University rededicates itself to academic equity in an educational environment characterized by fairness and responsiveness. To enhance appreciation of diversity, the University will promote racial and cultural sensitivity of faculty, students, administration, and staff. And to realize this vision of academic equity, the University will work towards the removal of any remaining barriers to learning, be they social, economic, racial, gender, linguistic, or physical.

The University specifically commits itself to academic equity in

OUTREACH, by

- * making SFSU more attractive and "real" to underrepresented students;
- * encouraging early outreach efforts to the community with special consideration and attention given to minority communities in the service area;
- * evaluating the services it provides to the community and examining ways to strengthen its linkages with the K-12 schools, community colleges, and community-based organizations;
- * developing joint activities that will improve access between it and the community it serves;
- * encouraging active participation of its faculty in outreach efforts;
- * planning and establishing additional partnership programs in consultation and cooperation with the school districts and community colleges it serves;
- * enhancing its ability to reach members of minority groups by working jointly with community-based organizations to address the preparation and recruitment of minority students for postsecondary education.

STUDENT RECRUITMENT, by

- * enhancing efforts to increase diversity and representativeness in the student population at SFSU.

ADMISSIONS/PROGRAM ACCESS, by

- * ensuring that no student who qualifies is kept out of the University or its programs;
- * encouraging the development of joint activities that will remove barriers between it and the community it serves;
- * continuing to expand the dissemination of information to students and parents regarding the availability of financial aid, including assistance to students engaged in the application process;
- * establishing procedures consistent with "guaranteed access" guidelines.

STUDENT ADVISING, MENTORING, AND RETENTION, by

- * improving the kind, consistency, and quality of advising of high-risk students to increase the retention rate of this population;
- * improving the graduation rate of, in particular, underrepresented/high risk students, to facilitate the student's career as an undergraduate, and to promote diversity among the upper-division/graduate student population at SFSU;
- * examining ways to develop an early warning system to identify students who are in academic difficulty and to direct those students to appropriate academic support programs;
- * strongly encouraging, as a high institutional priority, the involvement of faculty and staff in minority student retention and graduation through support of strong student advising and mentoring programs.

CURRICULUM, by

- * developing a curriculum and intellectual environment which reflects multi-cultural and international concerns, issues, perspectives.

GRADING/EVALUATION PRACTICES, by

- * developing guidelines and procedures for open and equitable response to student performance, in the recognition that the students at SFSU bring to the classroom great diversity in socio-cultural style, expectation, and behavior.

ATHLETICS, by

- * providing and supporting equal opportunities for women and men engaged in athletics.

FACULTY/STAFF RECRUITMENT, by

- * producing a work force at SFSU that is more representative of the diverse community of which the University is one element;
- * recruiting and graduating additional minority students who would like to be, or are, enrolled in graduate and professional programs to increase the number of minority university faculty and staff;
- * enhancing predoctoral mentoring and research programs for minority students who are in undergraduate, graduate, and/or professional programs and who show promise or interest in advanced study.

RESEARCH/JOINT PROGRAMS, by

- * implementing student outreach/retention activities and increasing the body of knowledge in this area;
- * encouraging the creation of tenure and promotion incentives for faculty actively participating in academic equity activities.

The University in addition commits itself to the following implementation goals:

INCREASING RESOURCES AND SUPPORT for Academic Equity programs by

- * continuing to seek new, permanent sources of funding, including state-funded programs, for increasing the resources available for student financial aid programs;
- * supporting the overarching Academic Equity goals established by the campus through formal endorsement of these goals and active participation in efforts to realize or achieve these goals;
- * participating in acquisition of needed resources to improve the campus climate;
- * identifying and reviewing existing resources for Academic Equity projects/activities, developing new ones (e.g., in the business community, corporate/public sectors);
- * actively seeking additional resources or reassigning existing resources to equity programs.

MOBILIZATION OF FACULTY SUPPORT, by

- * determining how to get/increase faculty involvement in Academic Equity programs and how to retain the interest of the faculty in their involvement;

PUBLIC EVENTS, by

- * offering workshops, presentations, theatrical/dance/musical productions;

OVERSIGHT, by

- * providing effective oversight in monitoring/achieving educational equity;
- * strengthening administrative oversight of equity goals;
- * designating the Vice President for Student Affairs and the Vice President for Academic Affairs as the senior administrators responsible for assuring that the joint University and community-based organizational activities are undertaken in a meaningful way;

- * designating the Offices of the Vice President for Student Affairs and Vice President for Academic Affairs to focus marked attention on increasing the persistence and graduation rates of minority students by developing and implementing mechanisms for each academic program to achieve those increases;
- * designating the Vice President for Student Affairs and the Vice President for Academic Affairs as accountable for creating and maintaining a receptive and hospitable campus environment for minority students;
- * designating facilitation of outreach and student recruitment as functions of the Academic Equity Council;
- * evaluating services provided to students;
- * enhancing student services and in general working to improve the climate on campus for all students.
- * ensuring that student support services are available to all eligible students and that such programs are integral to the mission of the University;
- * providing incentives to faculty for participating in specific Academic Equity projects/activities;
- * implementing incentives for departments that meet goals for the recruitment, retention, and graduation of undergraduate minority students, including students in graduate and professional programs.

ASSESSMENT OF ACADEMIC EQUITY EFFORTS

- * continuing its annual quantitative assessment of accomplishments in minority access and retention and affirmative action programs, with the Academic Equity Council as the body that will provide that report, on a timely basis, to the President;
- * annual reporting by the President to the faculty, staff, and students on the status of Academic Equity endeavors at SFSU.

Prepared by:

Vera W. Lane
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3/7/90

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**CAMPUS SELF-EVALUATION
REHABILITATION ACT OF 1973, SECTION 504**

MAY, 1978

file



San Francisco State University

CAMPUS SELF-EVALUATION

Rehabilitation Act of 1973, Section 504

compiled by

All-University Committee on
Disabled Students, Faculty and Staff
and the
Disabled Student Service Center

May 1978

CAMPUS SELF-EVALUATION

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INTRODUCTION

San Francisco State University has made steady progress in providing access to higher education for disabled persons. More than twenty years ago the University formed a committee for "special advisement" on services for handicapped students. In 1972, the Disabled Students' Union (DSU) was recognized as an official student organization. It began as a small informal group of students who saw the need to unite for the purpose of coordinating academic, social and legislative programs affecting the disabled person both on and off campus.

In April of 1973 the California State Legislature passed Assembly Concurrent Resolution (ACR) 81 which directed the Board of Trustees of the CSUC to conduct a study of the existing facilities, conditions and available services for physically disabled students.

In the Fall of 1973 the Chancellor appointed a broadly representative task force to meet the requirements of ACR 81. They met for the first time in January of 1974 and issued a report in December of that year. This report has been the basis for the development of programs and services for disabled students at SFSU as well as system-wide.

In April of 1974 responsibility for coordinating services for disabled students at SFSU was assigned to the Student Activities Office. In September of 1974 the Counseling Center first employed a counselor to work with the disabled.

Since 1975, SFSU has had an active program to modify its physical facilities (see Appendix for list of projects completed and 504 Transition Plan for projects remaining).

Largely through the efforts of the Disabled Students' Union, their faculty advisor, the counselor for the disabled and the Dean of Student Affairs, the University was successful in obtaining grant funds from the California Department of Rehabilitation to establish a full-time Disabled Student Service Center (DSSC) in October of 1975. The DSSC has become primarily responsible for the coordination of programs and services for disabled students, and for notifying current and prospective disabled students of facilities, programs and services that are available at SFSU.

In 1975, permanent funding was made available to all 19 campuses of the CSUC for the establishment of disabled student service programs in fiscal year 1976-77.

The Center works closely with the DSU and the Concerned Blind Students Association (CBSA) in developing needed programs or services. The thrust of programming at SFSU has been to provide services in the most integrated setting appropriate. Section 504 also discourages the creation of separate programs and activities for handicapped persons. Programming at SFSU has also focused upon the individual. Section 504 also recognizes that it is not possible to determine accommodations or adjustments that may be required based on categories of handicap. Program objectives must be based on responsiveness to individual handicapped persons.

The self-evaluation represents one stage in a process that has been taking place at SFSU for many years. Combined with the 504 Transition Plan it essentially represents a "Master Plan" for making SFSU accessible and usable by the physically and perceptually disabled.

The report that follows is organized into major sections dealing with each academic and service unit on campus. Each section is further divided into a summary of the self-evaluation report submitted by each area, an evaluation of this report, and recommendations for complying with 504 regulations. In addition, some overall recommendations for immediate implementation follow.

RECOMMENDATIONS FOR IMMEDIATE IMPLEMENTATION

The All-University Committee should outline an action plan for implementation of the recommendations in the report as soon as possible. The most pressing need is to provide further analysis and to establish priorities for the recommendations contained in the report. As part of the analysis, the committee should make an assessment of budgetary impact and provide some proposals concerning the most cost-effective ways in which the University can meet its obligations under 504. This analysis should be ready for transmission to the President by the Fall of 1978 (see suggested "Summary Report Outline" in Appendix).

The action plan should include identification of those University officials who have responsibility for monitoring the activities outlined (e.g., physical plant modifications and auxiliary aid procurement).

A faculty and staff in-service training "package" should be developed by the University Training Office in cooperation with the All-University Committee, the Disabled Student Service Center, and other appropriate groups, to be available during the academic year 1978-79. Several factors contribute to the need for such training. Community college programs for disabled students have expanded rapidly over the past year as a result of funding provided by Assembly Bill 77. As a result, more and more disabled students will be enrolling at SFSU. In addition, Sections 504 and 504 of the Rehabilitation Act of 1973 make it clear that greater numbers of disabled faculty and staff will be employed by the University. It is important that faculty, staff and administrators be prepared to interact appropriately with disabled persons.

Copies of this report should be distributed to all campus departments and units which participated in the self-evaluation. In addition, identified disabled students, faculty and staff should be encouraged to review the report and offer to the All-University Committee any further suggestions and recommendations they may have.

In addition, this report indicates that the entire University community relies heavily upon the Disabled Student Service Center for support in meeting its Section 504 obligations. It is clear that this unit must be maintained at no less than its current level of staffing. Several recommendations are made in the body of the report for increasing university support of the DSSC.

EMPLOYMENT/PERSONNEL

INTRODUCTION

For the purpose of organization, this portion of the self-evaluation is divided into two sections: 1) employment policies, practices and procedures for university staff, and 2) employment policies, practices and procedures for university faculty.

Briefly, it should be noted that the on going program of architectural barrier elimination initiated some years ago by this university has resulted in physical access to most areas of the campus where faculty and staff are employed. The recently completed university transition plan has attempted, in a comprehensive manner, to identify the remaining physical barriers and working conditions which still exist as impediments to employment for the disabled.

EMPLOYMENT OF UNIVERSITY STAFF

Summary: The Personnel Office reports that in the area of recruitment the following steps have been taken. Information about job opportunities is now circulated to the State Employment Development Office, the Campus Affirmative Action Office, and to other community agencies which serve the disabled. Also, in addition to the posting of all vacancies, a Dial-A-Job system is available to inform persons with visual impairments of current job opportunities. The campus Personnel Office is accessible, and handicapped parking is available in the immediate area.

Personnel indicates, however, that the application for employment form currently used does not indicate "non-discrimination on the basis of handicap," and does not state that information requested about an applicant's handicap is voluntary. Other questions or inquiries about an applicant's job-related limitations are the sole responsibility of the interviewing supervisor in the area where the vacancy exists. Actions are planned to revise the current application form to reflect the needed changes identified above.

In the area of selection and hiring procedures, Personnel indicates that: 1) most individuals who make hiring decisions are aware of the "reasonable accommodation" requirements of Section 504, 2) that aside from typing and stenographic tests which are clearly job-related, no other tests are used to screen job applicants, and 3) that job description forms are planned for use which describe both functional requirements and environmental factors affecting the job.

A review of working conditions and benefits by Personnel

states that all employees receive identical benefits regardless of disability, and that disabled employees are informed about accessible services, programs and facilities which are available.

This review also indicates that the identification of job classifications which could be restructured to provide greater accommodation has not taken place to any large degree, and that supervisors need to be encouraged to do so.

In situations where a person's disability requires that accommodation be made, it is felt that all procedures or agreements should be negotiated directly with the employee's supervisor.

Personnel reports that all supervisors, managers and segments of the campus have not yet been informed concerning the non-discrimination requirements of Section 504. However, it was stated that all appropriate parties will be informed of the 504 provisions within thirty days.

In conclusion, it was noted that Personnel has some data available on handicapped applicants for employment. However, no data are available on currently employed handicapped persons. These data are required for compliance with Section 503 of the regulations implementing the 1973 Federal Rehabilitation Act.

Evaluation: This report indicates that the campus Personnel Office is aware of the provisions of the 504 regulations regarding employment, has already taken numerous steps to come into compliance and has identified the remaining key areas where policies, practices and procedures need to be changed or modified.

Recommendation: The following recommendations are suggested to supplement the remedial actions already identified by the campus Personnel Office:

A definite target date should be established for the use of a revised "application for employment" form.

A procedure for disseminating information on job vacancies to community groups serving the disabled needs to be established in a more on going manner. Community groups contacted indicated that they receive job opening information from the university but that this occurs on a spotty basis. The Disabled Student Service Center (DSSC) and the university Affirmative Action Office have resources that can assist Personnel in this process. The establishment of a regular weekly or bi-weekly mailing might be considered as an alternative.

When necessary, arrangements can be made with the Disabled

Student Service Center on campus to supply temporary parking permits in lots 1, 2 and 3 for disabled job applicants visiting the Personnel Office.

The resources of the Affirmative Action Office, the DSSC and other community groups should be utilized to assist the Personnel Office in compiling and distributing information on "reasonable accommodation" to appropriate administrative personnel.

This report indicates that, at present, no standardized policy exists regarding the criteria to be used in deciding whether or not an accommodation can be made for an employee who is handicapped. A standardized policy needs to be established along with the identification of a source of funds when expenditures are necessary to complete "reasonable accommodation." It is our recommendation that funds for this purpose be made available from a central source, rather than from departmental expenses which could lead to an unwillingness to hire disabled persons.

Supervisors should be strongly encouraged to review job classifications and alter job requirements which may be overly restrictive and impede efforts toward accommodation. This is particularly recommended for positions such as many in plant operations, which require medical examinations and the ability to meet certain physical demands, which may be overly restrictive in terms of the actual tasks to be performed.

Although Personnel has not yet informed all supervisors, managers and other segments of the campus concerning the requirements of Section 504, the Affirmative Action Office and the 504 Committee have informed most areas of the "existence" of the regulations. Requirements of the provisions of this section, however, need to be distributed as soon as possible.

Steps should be taken to obtain data on handicapped employees, as required by Section 503. Data on handicapped non-academic employees should be reviewed with reference to comparable data from other state agencies, as provided by the Office of Public Employment and Affirmative Action in Sacramento. (No comparable data exist for handicapped academic employees in California.)

EMPLOYMENT OF UNIVERSITY FACULTY

Summary: Faculty Affairs reports that, in its judgment, no faculty personnel policies regarding hiring, tenure, promotion, etc., discriminate in any way against disabled persons.

The report also indicates that all administrative personnel

who play a role in faculty personnel decisions have been made aware of the provisions of Section 504, and have been instructed to inform all faculty personnel committees of the necessity to respect all provisions of the regulations.

Additionally, university policy makes graduate students and other student employees available, where necessary, to assist disabled faculty members with responsibilities that arise as a result of involvement with the Academic Senate, and other councils and committees.

It is also stated that disabled faculty are aware that accommodations necessary with respect to working conditions may be requested through their department chairs. Faculty have also been informed that the grievance mechanism for 504 compliance is contained within the scope of Executive Order 240. Periodically, faculty will be reminded, through various meetings and workshops, about this grievance mechanism.

At present, however, the faculty manual used at this university does not contain information concerning the rights of handicapped faculty under Section 504. Currently, this manual is being revised and updated and this information is planned for inclusion.

Evaluation: The report from Faculty Affairs indicates that this university is already complying with the 504 regulations in most areas involving faculty personnel policies. Actions are now in process to revise the faculty manual to include information on the 504 regulations and to alert faculty personnel committees of their obligations under these regulations.

Some disabled faculty have indicated, however, that they did not receive any information about the "reasonable accommodation" provision of the 504 regulations. In some cases, disabled faculty who had learned of the regulations through other means and who approached their department chairs with requests for accommodations discovered that their department chairs had not been apprised of appropriate procedures.

This would indicate that the system employed for disseminating information about the law and for implementing the law in this area needs to be reviewed and perhaps revised.

At present, it is completely unclear how a department chair would go about arranging an accommodation which had to be afforded by another unit. For instance, although the Audio-Visual Center claims that regular procedures suffice for accommodating handicapped personnel, difficulty using the services of this unit is

one of the problems most frequently cited by disabled faculty. Since able-bodied faculty can carry and use equipment without assistance, they have more flexibility in the use of audio visual equipment than do disabled faculty, who must make arrangements relatively far in advance. Thus, disabled faculty cannot respond readily to changes in student or course needs for audio visual materials.

In order to avert this discriminatory situation, disabled faculty should be permitted to order assistance with equipment on short notice. However, it is not within the jurisdiction of any department chair to provide an accommodation by modifying the Audio-Visual Center's policy.

In general, mobility limited faculty are disadvantaged in having to travel from unit to unit in order to conduct business. This situation could be ameliorated if support units which do not conduct business over the phone would make exceptions to this policy for disabled faculty. For orthopedically handicapped faculty who use their cars to move from place to place on campus, further improvement could be made if the campus police were allowed to engage in an aggressive enforcement policy in respect to handicapped parking places. All these accommodations fall outside of the jurisdiction of department chairs.

Additionally, the criteria which are to be employed for deciding when accommodation should be made, were not included in the data provided by Faculty Affairs. Investigation indicates that at the present time no standardized policy exists.

Recommendation: Administrators should be reminded on a periodic basis, perhaps once yearly, that all faculty personnel committees be alerted with respect to the provisions of the 504 regulations.

A long range policy, including criteria, needs to be established for determining what constitutes "reasonable accommodation" and when it will be made. It is particularly important that a policy be established for situations where expenditures of funds are necessary. Such funds should not be a departmental expense, since this might lead to departmental unwillingness to employ disabled persons.

Further thought must be given to implementing accommodations. The present practice of relying entirely upon School Deans and Department Chairs to disseminate information and to make arrangements appears to be inadequate.

If it is not already planned, revisions of the faculty manual concerning Section 504 should be distributed to current holders

of the manual as a supplement.

Resource lists of sources of disabled job applicants might be distributed to all departments on campus so that qualified disabled applicants can be recruited for faculty positions. This information is already available on campus through the Affirmative Action Office and the Disabled Student Service Center.

Conclusion: In addition to complying with the provisions of Section 504 of the Rehabilitation Act of 1973, this institution is also covered by Section 503 of the Rehabilitation Act of 1973 as amended.

As this university continues with its policy of compliance with the affirmative action requirements of this section, opportunities for employment will continue to expand.

To ensure consistency with the employment provisions of both sections of the Act, the university Affirmative Action Officer, the Personnel Office, and the Dean of Faculty Affairs will need to establish a system of communications to coordinate all efforts.

ADMISSIONS

The following information is a summary of the review of admissions policies conducted by the SFSU Admissions Office as part of the campus-wide self-evaluation process.

As a general overview, it should first be noted that San Francisco State University does not place limits on the number or proportion of handicapped persons admitted to the University. Notification that the University does not discriminate on the basis of handicap is made on page 1 of the 1978-79 edition of booklet containing the admissions application. Similar notification will be contained in the 1978-79 Bulletin of the University.

In review of applications for admissions and enrollment, the Admissions Office reports that the application used does not ask if a person has a handicap. It asks:

"Do you wish to receive more information concerning support services for students with physical, perceptual and hearing disabilities?"

On a voluntary basis, people with handicaps so identify themselves to the DSSC which may notify the Office of Admissions and Records.

University-wide criteria have been reviewed and were not found to be discriminatory on the basis of handicap against qualified handicapped students. However, it is stated that the criteria utilized for graduate admissions is the prerogative of individual departments. All of these criteria have not been thoroughly reviewed to ensure that they do not have the effect of discriminating on the basis of handicap. (Refer to the Curriculum and Educational Activities Section for further discussion in this area.)

Additionally, it is stated that tests such as the ACT, SAT, GRE and MAT are offered in Braille or large print on campus when needed. Where other special tests administration needs exist, the Director of Testing provides accommodation to handicapped persons as needed.

Also, when the applicant's impaired sensory, manual or speaking skills prevent use of regular testing procedures, the Admissions Office will forego the regular test data and use other data in an alternative admissions process. Test scores and other data from the Department of Rehabilitation and/or the Veterans

Administration, for example, may be used in determining eligibility for admission. This alternative process is offered, as needed, and in a timely manner.

In the area of supplementary admissions criteria, it is noted that the Nursing program is currently the only impacted program on campus and is, therefore, the only program using "supplementary" admission criteria as defined in section 504. These supplemental criteria have been reviewed and are reported to cause no differential treatment of the handicapped (see Curriculum and Educational Activities section for further discussion).

Alternative admissions criteria for undergraduates have also been reviewed and it is indicated that they would have no significant negative impact when handicapped students are considered through this process.

An analysis of the policies, procedures and criteria concerning exceptional admissions and readmission of disqualified students was also completed and revealed that handicapped students receive treatment comparable with that of the general student population.

It is also reported that dissemination of admissions information and outreach activities are done through the following procedures. Programs are carried out at feeder schools by the Director of School Relations and include materials which affirm the University's non-discrimination policies and which describe services available for students with handicaps. Both counselors and prospective handicapped students at feeder schools are informed of special programs and services to assist handicapped students. The material describing services is set in large type, and is also available in Braille through the DSSC.

Other materials in preparation for use next year by Admissions will include a statement of the campus policy of non-discrimination on the basis of handicap.

Additional information contained in the report indicates that the Admissions Office is accessible to all students, that special telephone equipment is available for the hearing impaired through the DSSC and that staff trained to assist handicapped persons are available.

Evaluation: The admissions process and procedures are generally accessible to persons with handicaps. A variety of offices associated with admissions and recruitment of students have also taken affirmative action to make admissions to the University

accessible to those who have handicaps.

Each of these offices has already developed some mechanism to accommodate to particular handicaps in the admissions process.

Although the "supplementary" admission criteria (comparative GPA) used by the Nursing program were reviewed, and found not to discriminate on the basis of handicap, it should be noted that the Nursing program has a basic health requirement which is potentially discriminating toward handicapped individuals (refer to the Curriculum and Educational Activities section for further discussion of this item).

Also, this evaluation indicates that individual departments have the option of establishing additional criteria for the admission of graduate students. Since many departments exercise this option, it is difficult to insure that all have been evaluated and are not discriminatory.

Finally, although it is stated that special telephone equipment for the hearing impaired is available, it should be noted that this equipment is located in the DSSC and not in the Admissions Office. Also, no arrangements currently exist for coordinating the use of this equipment with Admissions. At present, hearing impaired or deaf individuals seeking admissions information would have no way of knowing the existence of this equipment.

Recommendation: Health requirements for admission to the Nursing program need to be reviewed by General Counsel to determine if they constitute a discriminatory situation under the 504 regulations (see Curriculum and Educational Activities section for further discussion).

The criteria and requirements used by individual departments in the admission of graduate students need further review, by department, to insure that none are discriminatory within the requirements of the regulations.

It is strongly recommended that a TTY, or MCM or similar telephone communication device for the hearing impaired be purchased and placed in the Admissions Office. This will insure that deaf or hearing impaired individuals have direct access to admissions information. In the interim, the Admissions Office and the DSSC should investigate the possibility of coordinating the use of existing equipment.

• Informational materials concerning admissions should be made available in large print, in Braille, or on tape for persons who are blind or visually impaired.

The services of an interpreter for the deaf should be available, when needed for applicants who require assistance with application procedures or problems.

CAMPUS ACCESSIBILITY

GENERAL ACCESSIBILITY SUMMARY

All facilities which are accessible to the handicapped are not identified with the International Symbol of Access. This is an ongoing project. Large campus maps have been located at the main traffic routes entering campus with accessible entrances to university buildings identified. At present, two architectural barrier elimination projects are underway. A ramp is being constructed on the north side of the Creative Arts Building, and two lifts are being installed in the Education Building. Both projects are scheduled for completion by June 1, 1978.

At present when it is necessary for an access route to be barricaded or blocked off for construction or repair, the DSSC is notified and they, in turn, notify students who are affected. In addition, contractors are required to provide properly identified alternate routes.

All areas which are not accessible to and useable by the handicapped have been included in the campus transition plan (see Appendix) and are discussed here or in other parts of this report.

Parking spaces are provided in parking lots in close proximity to the academic core. Curb cuts have been made and walks and ramps installed (see "Completed Architectural Barrier Projects" in Appendix) where required. Water fountains, telephones (some with amplifying receivers), restrooms, doorways and thresholds have been modified as required. Exceptions are noted in the campus transition plan.

Classrooms and offices are not identified with raised or recessed letters or numbers or with Braille on the corridor wall. It is reported that this is being accomplished as funds become available.

ACCESSIBILITY OF SPECIFIC AREAS

Inaccessible features of libraries, laboratories, physical education facilities, lecture halls and theatres, cafeterias, health center, housing, union, and administrative areas are included in the Transition Plan or in other sections of this report.

Evaluation: Although SFSU has been engaged for the past several years in an effort to remove architectural barriers to

the handicapped, it is clear that a number of projects remain.

Recommendation: Attention should be directed to the expeditious identification of areas, facilities and routes accessible to and useable by the handicapped. This includes the identification of telephones, restrooms, elevators, all rooms and spaces intended for public use, parking spaces, ramps and unobstructed walkways.

When it is necessary for an access route to be barricaded and an alternate route identified the DSSC should be notified as soon as it is known that such action will be necessary. Some procedure for notifying affected faculty and staff should also be developed.

Although parking spaces are provided for the disabled, it is clear that additional spaces will be required as the number of disabled faculty, staff and students increases. Extra-wide and regular size handicapped-permit-only parking spaces should be provided in every lot. Procedures for making these spaces available for faculty and staff use should be reviewed.

The Univeristy Police Department should consider a "tow-away" policy for the first two weeks of each semester. Other universities have found this to be a successful deterrent to those who illegally park in handicapped parking spaces.

Consideration should also be given to establishing a time limited disabled parking space near the loading dock under the Student Union. The establishment of such a space would facilitate bookstore use by disabled faculty and students.

The identification of all classrooms and offices with raised or recessed letters or numbers or with Braille should be expedited. The following items should be added to the campus transition plan:

- (1) Installation of kick plates on all glass doors,
- (2) Modification of Rooms 310 and 313 in the Humanities Building to provide access to the elevated control rooms in these two language laboratories.

CURRICULUM & EDUCATIONAL ACTIVITIES

INTRODUCTION

Most of the university's academic programs appear to be in compliance with the regulations. Of those about which some question arises, most are in compliance in respect to educational policy but require adaptive aids, architectural barrier removal, or the development of special instructional techniques in order to be in clear compliance.

Fifty-five departments and programs were surveyed. Only seven per cent (four departments) failed to reply. On the basis of the questionnaires, it is evident that several university programs have engaged in extensive efforts to make instruction available to handicapped students. These departments are mentioned in the report as worthy of special recognition.

Four programs (Educational Technology, Engineering, LaRaza Studies and Native American Studies) failed to report. These programs are not in compliance with the regulations' requirement for self-evaluation.

Two departments (Aerospace and Nursing) present special problems because of their articulation with outside agencies. These cases should be referred to General Counsel.

Two departments (Geology and Film) may require further evaluation after consultation with experts. Explanation of the need for and nature of consultation is made in the body of the report.

Seventeen programs (Athletic programs, Biology, Broadcast Communication Arts, Chemistry, Classics, Data Systems, Design and Industry, Foreign Languages, HPER (General Studies courses), Humanities, Information Sciences, Mathematics, Recreation/Leisure Studies, Philosophy, Physical Education, Secondary/Postsecondary Education and Special Education) all need adaptive equipment. The extent and expense of the adaptive equipment varies from department to department. A thorough survey should be done in consultation with the relevant department chairs. The department of Design and Industry is willing to provide consultation and help in design.

Although a request for adaptive equipment and auxiliary aid funding is likely to be included in the CSUC Trustees' 1979-80 budget submission, the university should be aware that, under the regulations, it is the campus' responsibility to provide equipment and aids regardless of the availability of a system-wide budget augmentation.

Provisions should be made to meet this responsibility. One approach which should be implemented is the acquisition of grant funds which would enable departments, working with DAI, to design their own adaptations of equipment.

There are three areas in which the need for adaptive equipment is outstanding: Athletic Programs (to equip an adaptive P.E. program), the School of Science and the School of Creative Arts. Additionally, many programs employ computers. Adaptive equipment for instructional computing (in its various centers) must be obtained.

Five areas require removal of architectural barriers. In the School of Creative Arts, BCA and Film, studios must be made accessible. In HPER, various instructional areas (for instance, the field archery house) must be made accessible. Elevator access to the second floor of HPER should be provided. Laboratories for science courses and for home economics should be adapted.

There were a number of complaints about breakdowns of BSS, ED and School of Science elevators. The existence of an elevator does not provide accessibility if the elevator does not work. Handicapped students should not be placed under an additional educational burden by being forced to miss class because of inoperative elevators.

Several departments reported a need for expert assistance in developing instructional techniques. These include Biology, Chemistry, Design and Industry, Film, Geology and Mathematics. Needs range from wanting to learn sign language for technical terms through observing how handicapped professionals operate in laboratories to consultation with experts who have developed special instructional programs and/or techniques. Details of these needs are explained in the body of the report.

Many of the university's departments apparently require basic education about the problems and abilities of handicapped persons. For instance, most faculty members should have some basic instruction on how to facilitate working with a deaf person and interpreter, or with a speech affected person, in class. The university should develop workshops, including a short program, which could be presented during a department meeting. The Committee on Handicapped Students, Faculty and Staff should form a subcommittee in order to facilitate the creation of such programs.

One concern of some departments is the liability of faculty members (and the university) for the safety of handicapped students. Instructors must assess whether students can engage in assigned activities properly and safely. On the one hand, instructors should not permit disabled students to engage in unsafe acts.

On the other hand, instructors should not prevent handicapped students from engaging in activities which they can pursue safely. How can the instructor make such an assessment, particularly in the cases in which the instructor is not familiar with the abilities of the handicapped person? Does the instructor need to prove that the handicapped student cannot operate safely, or does the student need to prove that he/she can operate safely? General Counsel should be consulted in regard to the burden of proof question. The Health and Safety Officer should be provided with opportunities to observe handicapped persons working in "hazardous" environments, so that he can aid instructors in making the requisite assessments.

SELF-EVALUATION PROCESS

Responses to questionnaires were reviewed by a subcommittee of the Committee on Handicapped Students, Faculty and Staff.

More than half of the responses were followed up by discussions with departmental representatives. Some individual program summaries were reviewed by some handicapped students. Further student review should be conducted in the Fall by reproducing this section of the report and circulating it among handicapped students. Students who have comments should forward them to the Chair of the Committee, who should then incorporate them in the University's self-evaluation records. This form of consultation is appropriate because students may be aware of program virtues, and also of problems, which have not been identified on the departmental responses.

PROGRAM SUMMARIES, EVALUATIONS AND RECOMMENDATIONS

ALL-UNIVERSITY PROGRAMS

COOPERATIVE EDUCATION PROGRAM reports that, with few exceptions, students are placed in civil service agencies which must comply with the regulations. In cases of placement with private businesses or agencies, the appropriate compliance statement will be inserted in agreements or contracts.*

Evaluation: The program's reported policies are in compliance with the regulations.

NEXA reports that no handicapped student is prohibited or discouraged from any part of the program. Since this program is constituted by team teaching with instructors from other programs, references should be made to the faculties' home programs. For instance, if a NEXA course involves an instructor from Film, the course also may involve some of the problems for handicapped students found in Film courses.

* See attachment (this section) for sample compliance letter.

Evaluation: The department's reported educational policies are in compliance with the regulations.

WOMEN STUDIES reports that no handicapped students are prohibited or discouraged from any part of the program. This program is particularly informed about and sensitive to the needs of handicapped persons.

Evaluation: The department's reported educational policies are in compliance with the regulations.

SCHOOL OF BEHAVIORAL AND SOCIAL SCIENCES

All of the departments in this School completed the survey. On the whole, the departments claim to be accessible to handicapped students. However, some of these claims may be based on absence of awareness. A typical refrain running through these responses is "no one has reported any difficulties." Difficulties may exist even if not reported.

Some departments in this School offer courses with a computer component. Although only one respondent noticed this area, adaptive equipment or aids will have to be made available for handicapped students in these courses.

Several respondents mentioned the breakdowns in elevator access to the building. This condition must be remedied, since the additional burden of missing class because of physical facility breakdown should not be imposed on handicapped students.

AEROSPACE STUDIES reports that handicapped students are excluded from its program because they do not meet Air Force requirements. The status of this program make its compliance difficult to evaluate. All other undergraduate programs offer some courses which may be taken as electives. The department offers a number of theory courses which could be completed by some handicapped students. Apparently, however, these courses are not open to non-majors.

Evaluation: Adequate evaluation of compliance requires legal advice.

Recommendation: Consult General Counsel.

ANTHROPOLOGY reports that some of its courses present difficulties for blind students, and others present difficulties for students with limited mobility. However, within the major, these students can find accessible alternative courses.

Evaluation: The department's reported educational policies are in compliance with the regulations.

CROSS-DISCIPLINARY PROGRAMS reports that no handicapped students are excluded or discouraged from any of its courses. However, all courses in the Information Sciences program require use of the computer. Adaptive equipment or reader service must be available for blind students.

Evaluation: The department's reported educational policies are in compliance with the regulations. However, one program may not be accessible to handicapped students unless adaptive equipment is obtained.

Recommendation: Obtain necessary adaptive equipment or aids.

ECONOMICS reports that handicapped students are not excluded or discouraged from its courses. Some courses, however, require computer work. Adaptive aids and equipment are required for this part of the program.

Evaluation: The department's reported educational policies are in compliance with the regulations.

GEOGRAPHY AND HUMAN ENVIRONMENTAL STUDIES reports that some of its courses may be inaccessible to blind students. None of these courses appears to be required for the major. Adaptive equipment would enhance the ability of some handicapped students to complete the program successfully.

Evaluation: The department's reported educational policies are in compliance with the regulations.

Recommendation: The need for adaptive equipment should be discussed further with the department chair.

HISTORY reports that no handicapped student is discouraged or prohibited from any part of the program.

Evaluation: The department's reported educational policies are in compliance with the regulations.

POLITICAL SCIENCE reports that handicapped students are not excluded or discouraged from its courses. A few courses may involve computer work; therefore, some handicapped students may require adaptive equipment or aids. At present, no compliance statement is sent to or required from fieldwork agencies. *

Evaluation: The department's reported educational policies are in compliance with the regulations.

Recommendation: Internship supervisor is willing to send compliance letter to field work agencies. This matter should be pursued with him.

* See Attachment.

PSYCHOLOGY reports that no handicapped student is prohibited or discouraged from the program, although some adaptive equipment may be required. This department supervises a great deal of fieldwork. Some fieldwork placements involve formal agreement with agencies; some do not. In order to obtain a statement of nondiscrimination against qualified handicapped persons from agencies, a number of routes will have to be developed. Textbook lists are not always available four weeks prior to the beginning of the semester. The department should develop a provision for ensuring that such lists are available to blind students at the appropriate time. *

Evaluation: The department's reported educational policies are in compliance with the regulations.

Recommendation: Advice should be given to the department in respect to obtaining assurances of compliance from outside agencies. Each fieldwork supervisor in the department should be contacted. The department should arrange to have textbook lists available four weeks prior to the beginning of classes.

SOCIAL WORK EDUCATION reports that no handicapped student is excluded or discouraged from any part of its program. The department would like a consultant or workshop to advise on working with deaf students.

Evaluation: The department's reported educational policies are in compliance with the regulations.

SOCIOLOGY reports that no handicapped student is excluded or discouraged from any part of the program. Textbook lists are available four weeks prior to the beginning of the semester "in so far as possible." It is difficult to ascertain what this comment means.

Evaluation: The department's reported educational policies are in compliance with the regulations.

Recommendation: A follow-up should occur to determine that department typically makes textbook lists available four weeks prior to the start of instruction.

SCHOOL OF BUSINESS

Three of the four departments in the School of Business report that handicapped students are not excluded or discouraged from any part of their program. A third department reports that students with visual disabilities may have difficulty using some of the equipment which is essential to the program.

* See attachment.

ACCOUNTING AND FINANCE reports that handicapped students are not excluded or discouraged from any part of the program. According to the department, course requirements do not discriminate against students with any sort of handicap. The department says that no adaptive equipment is required. One would expect, however, that students might find such equipment as talking calculators useful.

Evaluation: Department's reported educational policies are in compliance with the regulations.

Recommendation: Discuss curriculum with department chair in more detail in order to identify equipment needs.

DATA SYSTEMS AND QUANTITATIVE METHODS reports that no handicapped students are excluded or discouraged from any part of the program. However, the department recognizes that visually handicapped students may have difficulty with computer displays. Most courses require use of this equipment. Although the department does not mention quadriplegic, they also may have difficulty using computer terminals. Textbooks must be made available earlier.

Evaluation: The department's reported educational policies are in compliance with the regulations. However, adaptive equipment is needed.

Recommendation: Research availability of adaptive equipment; compare alternative use of Opticons. Prepare recommendation for purchase of equipment and/or necessary training funds. Request department to make textbook lists available.

MANAGEMENT reports that no handicapped student is discouraged or prohibited from any part of the program.

Evaluation: The department's reported educational policies are in compliance with the regulations.

MARKETING, TRANSPORTATION AND WORLD BUSINESS reports that no handicapped student is discouraged or prohibited from any part of the program.

Evaluation: The department's reported educational policies are in compliance with the regulations.

SCHOOL OF CREATIVE ARTS

ART reports that it has had students from all the disability

categories in its program. Even blind students have been able to take studio classes. The experiences of the San Francisco State Art Department in working with these students would probably be of benefit to other art departments in the system. The department reports that some adaptive equipment may be useful.

Evaluation: The department's reported educational policies are in compliance with the regulations.

Recommendation: Discuss need for adaptive equipment with the department chair.

BROADCAST COMMUNICATION ARTS has had experience with many disabled students. A large number of courses are not fully accessible because of need to remove architectural barriers or need to obtain adaptive aids. Given the popularity of this program, attention should be given to procuring needed barrier removal and equipment. Although certain courses are not now accessible, and other courses cannot be completed satisfactorily because of certain handicaps, the department modifies its requirements for students whose handicaps prevent them from taking these courses.

Evaluation: The department's reported educational policies are in compliance with the regulations. However, to make the program accessible as required by the regulations, architectural barriers must be removed and adaptive equipment procured.

Recommendation: Procure needed barrier removal and adaptive equipment.

DESIGN AND INDUSTRY reports that handicapped students are not excluded nor discouraged from any part of the program. Requirements are modified to accommodate handicap. Particularly, demonstration of operation of equipment may be waived if handicap prevents such operation. However, the department reports that handicapped students could operate a greater range of equipment if adaptive equipment were available. While certain courses might be extremely difficult for some disabled persons, the department chair points out that, when teaching at another institution, he became familiar with a program in which blind students did most of the technical work. The department chair wishes to obtain consultants in order to train faculty to work in an expanded way with handicapped students.

Evaluation: The department's reported educational policies are in compliance with the regulations. However, in order to implement policies, the department requires adaptive aids and consultants.

Recommendation: Procure adaptive aids and consultants.

FILM lists a number of courses which could not be completed satisfactorily by handicapped persons. On the basis of the report, it is impossible to tell whether the department believes that a person with one of these handicaps could not complete a film major successfully. There are people with various disabilities operating in the film industry; it probably would be advantageous to contact these people in order to determine the extent to which a disability, when compensated for by adaptive equipment, prevents adequate demonstration of competence in the field. Architectural barriers must be removed.

Evaluation: It is difficult to tell whether the department's reported educational policies are in compliance with the regulations.

Recommendation: Further discussion with the department chair, and consultation with disabled persons in the industry is needed to determine whether the department is in compliance. Remove architectural barriers.

MUSIC reports that deaf students could not satisfactorily complete some of the core courses and that modification of requirements does not appear to be appropriate. Students with other disabilities apparently are able to participate satisfactorily in the music program.

Evaluation: The department appears to be in compliance with the regulations, although it would take someone who is expert both in the abilities of the deaf and in the music curriculum to make an authoritative evaluation.

THEATRE ARTS reports that students with certain disabilities may be unable to complete some courses satisfactorily. However, no student is prevented from completing the Theatre Arts major. The department requests help in doing a study of the need for adaptive equipment.

Evaluation: The department's reported educational policies are in compliance with the regulations, but adaptive equipment may be required.

Recommendation: Study need for adaptive aids.

SCHOOL OF EDUCATION

• The School of Education has eight departments, one interdepartmental program and one special laboratory facility. The interdepartmental program (The Center for Educational Technology) failed to report. Of the other programs, some raise con-

cerns about compliance with the regulations. These areas of concern are specified below.

COUNSELING reports that no handicapped students are excluded or discouraged from any part of the program. There are no courses where it is not possible to modify assignments, practices, etc. so that the curriculum is accessible without regard to handicap. The department believes that the procurement of adaptive equipment would enhance the ability of handicapped students to pursue the course of instruction.

Evaluation: The department's reported educational policies are in compliance with the regulations. The department may need some adaptive equipment to make all parts of the program fully accessible.

Recommendation: Details about the need for adaptive equipment should be elicited from the department chair.

EDUCATIONAL ADMINISTRATION does not state whether handicapped students are excluded or discouraged from any part of the program. The department apparently will make some adjustments in the curriculum to accommodate handicapped persons, but the extent to which such adjustments are made is not clear. For instance, textbook lists apparently are not made available early enough for taping or Braille. From the response given by the department, it is impossible to tell whether the department has determined the compliance of associated agencies, even though the curriculum apparently includes fieldwork and practical experience.

Evaluation: There is some doubt that the department has engaged in an adequate self-evaluation in compliance with the regulations.

Recommendation: Request that an adequate self-evaluation be completed. Self-evaluation should include determination of compliance of outside agencies. Department should make booklists available four weeks prior to beginning of term.

EDUCATIONAL TECHNOLOGY CENTER failed to engage in a self-evaluation. This program involves extensive use of equipment. The program should be reviewed to determine where adaptive equipment must be provided.

Evaluation: Program is not in compliance with the regulations. Self-evaluation and adaptive equipment survey must be conducted.

ELEMENTARY EDUCATION reports that no handicapped student is excluded nor discouraged from any part of the academic program, and that the program's academic requirements do not discriminate on the basis of handicap. However, for admission to a credential program, students must meet California credential requirements which are performance based.

Evaluation: The department's reported educational policies are in compliance with the regulations. However, a review of credential requirements should be performed. Current court rulings indicate that handicapped students should be admitted to credential, certificate or license objective programs even if handicap would prevent the student from obtaining the certificate, credential or license.

HOME ECONOMICS states that faculty are aware that all classes must be open to all students. The department states that no modifications of academic requirements are necessary. Yet, it also states that students with upper extremity disabilities would have trouble in laboratory, home design, and clothing and textile design courses. (Presumably blind students might have trouble in some of these courses as well.) It should be noted, however, that none of the courses mentioned as presenting possible difficulties are required by the program.

Evaluation: Department's reported educational policies are in compliance with the regulations. Department may require adaptive equipment and techniques to enable handicapped students to engage in practice aspects of curriculum.

Recommendation: Confer with department chair to identify requisite adaptive equipment and techniques. Make sure that laboratories have equipment at wheelchair accessible level.

INTERDISCIPLINARY STUDIES IN EDUCATION reports that no handicapped student is excluded or discouraged from any part of the program. The department is undertaking the necessary review of associated agencies.

Evaluation: The department's reported educational policies are in compliance with the regulations.

NURSING is an impacted program and admits students on the basis of comparative GPA. Students must also satisfy a health requirement. A recent decision in federal appeals court indicates that nursing programs can employ mental but not physical qualifications as criteria for admission to the program. From the department's report, it is not clear whether handicapped students would be accepted into theory classes even if they were

unable to pursue practicum courses.

Evaluation: The department's reported educational policies may not be in compliance with the regulations. If "qualified" is interpreted as in the recent federal appeals court decision, the department's health requirement may violate the regulations by discrimination against qualified (high GPA) handicapped students. If handicapped students are not permitted to take theory courses, the department also may be in violation of the regulations.

Recommendation: Request opinion of General Counsel.

READING/LEARNING LABORATORY is a support service facility for some of the programs in the School of Education. Space limitations make parts of the facility inaccessible to some mobility-limited persons. The facility attempts to accommodate such persons by having staff provide special assistance. Apparently, no materials nor provisions are made to enable visually impaired students to use the facility.

Evaluation: Whether this facility is in compliance with the regulations depends upon the extent to which it could be, but is not, accessible to visually impaired students.

Recommendation: A more extensive survey of this facility should occur in order to determine the extent to which the facility could be made accessible to the visually impaired.

SECONDARY/POST SECONDARY EDUCATION reports that no handicapped student is prohibited or discouraged from any part of the program. Supplemental reading lists are not always provided four weeks prior to the semester's start.

Evaluation: Department's reported educational policies are in compliance with the regulations.

SPECIAL EDUCATION provided reports from its three major units:

COMMUNICATIVE DISORDERS reports that persons with severe auditory or speech handicaps would be unable to satisfy some course requirements. Students with upper extremity mobility handicaps need adaptive aids to handle equipment.

PHYSICALLY/SENSORY HANDICAPPED reports that no handicapped student is excluded or discouraged from any part of the program. The department needs access to adaptive equipment.

LEARNING HANDICAPPED reports that no handicapped student is excluded or discouraged from any part of its program. It is

unclear from the report whether advising, need for adaptive equipment, and compliance of associated agencies have been adequately reviewed by this department.

Evaluation: The reported educational policies of this department appear to be in compliance with the regulations. This conclusion presumes that decisions about admissions of hearing and speech impaired students to the Communicative Disorders program are made judiciously and that such students are allowed to take the non-performance parts of the program.

Recommendation: Confer with the department chair to determine needs for adaptive equipment.

SCHOOL OF ETHNIC STUDIES

Only two of the four departments in the School of Ethnic Studies completed their self-evaluation reports.

ASIAN AMERICAN STUDIES reports that no handicapped student is prohibited or discouraged from courses in the department. This department has had extensive experience working with handicapped students.

Evaluation: The department's reported educational policies are in compliance with the regulations.

BLACK STUDIES reports that, with one exception, no handicapped student is prohibited or discouraged from courses in the program. The one exception is "Black Dance," which would present difficulties to orthopedically handicapped students. However, this course is not a requirement for the major.

Evaluation: The department's reported educational policies are in compliance with the regulations.

LA RAZA STUDIES did not report and therefore is not in compliance with the self-evaluation component of the regulations.

NATIVE AMERICAN STUDIES did not report and therefore is not in compliance with the self-evaluation component of the regulations.

SCHOOL OF HEALTH, PHYSICAL EDUCATION AND RECREATION AND LEISURE

The departments in this School prepared very thorough reports. A great deal of architectural barrier removal work and acquisition of adaptive equipment will be required to make the programs in this School accessible to qualified students. Since

the University offers an Athletic Program which is accessible to nonhandicapped students, an adaptive Athletic Program may need to be developed for handicapped persons.

Recommendation: The Committee on Disabled Students, Faculty and Staff should set up a subcommittee to review the advisability of developing an adaptive Athletic Program. This subcommittee should draw its membership from the parent committee, from HPER faculty and from disabled students.

HEALTH EDUCATION reports that handicapped students can participate in all of its courses, although, in the twenty hours a week of field work which is part of the program, handicapped students might require additional assistance.

Evaluation: The department's reported educational policies are in compliance with the regulations.

PHYSICAL EDUCATION reports that handicapped students would be able to complete "theory only" courses satisfactorily but would have difficulty in "activity/theory" courses. In some cases, so many of the core courses for the major would need to be modified that the integrity of the major would be jeopardized. In other cases, this would not be so. Thus, the department prefers to evaluate each case individually.

Handicapped students would be admitted to, and should be able to complete the Pre-Physical Therapy major. However, this department will advise such students of the difficulty they would have in being admitted to professional certification programs.

Evaluation: Determining whether the department is in compliance with the regulations is difficult because this would need to be judged on a case by case basis. The great variation in degree of handicap and also in students' abilities to manage their handicaps must be taken into consideration. In general, caution lies on the side of encouraging rather than in discouraging handicapped students. The department's reported educational policies are in compliance with the regulations, but the department will need to judge in each case whether the student's handicap results in the student's being unqualified.

RECREATION AND LEISURE STUDIES reports that, although some fieldwork courses may produce problems for handicapped students, program requirements can be modified to make accommodations. To make program fully accessible, architectural barrier removal and adaptive equipment are needed.

Evaluation: The department's reported educational policies are in compliance with the regulations. However, architectural barrier removal and acquisition of adaptive equipment is required.

Recommendation: Obtain required adaptive equipment and remove architectural barriers.

SCHOOL OF HUMANITIES

Of the nine programs in the School of Humanities, six state that no handicapped student is excluded or discouraged from any part of the program, two fail to answer the question directly, and one program responds that handicapped students may have difficulty with some course requirements.

CLASSICS reports a commitment to individualized instruction and evaluation for all students, which the department believes will ensure against discrimination on the basis of handicap. The department recognizes that students with perceptual handicaps may have difficulties with art and archaeology courses, but the department appears ready to modify course requirements and instructional techniques in order to accommodate such students. To be fully accessible, the department requires adaptive equipment.

Evaluation: The department's reported educational policies are in compliance with the regulations.

Recommendation: Needs for adaptive equipment should be reviewed with the department chair. At the least, access to a typewriter equipped for classical languages should be provided for students with manual or visual handicaps.

CREATIVE WRITING reports the unanimous commitment of the faculty to work with qualified handicapped students, with or without auxiliary aids. Course work requires the ability to read, write, speak, listen and comprehend, but the department appears willing to find alternative or adaptive means for students to demonstrate the required competence. There presently are several students with mobility problems and one deaf student, all doing well in the program.

Evaluation: The department's reported educational policies are in compliance with the regulations.

* ENGLISH reports that handicapped students are not excluded nor discouraged from any part of the program. Standards are not modified for handicapped students, but assessment techniques are modified to accommodate the student's disability. No problems

with placing handicapped student interns or student teachers have been encountered; if such problems occurred, use of the offending agency would be discontinued. Instructors are willing to provide textbook lists prior to beginning of the term. However, this is a big department with a variety of instructors. It might be useful to discuss the textbook problem with handicapped students in order to determine if English instructors typically do meet this requirement. To be fully accessible, the department requires speech composers and audio-tape programs for its labs.

Evaluation: The department's reported educational policies are in compliance with the regulations. However, some adaptive equipment should be purchased.

Recommendation: Needs for adaptive equipment should be discussed in detail with the department chair and a budget request should be prepared. Students should be consulted to determine degree of homogeneity among English instructors in regard to textbook list readiness.

FOREIGN LANGUAGES apparently has had little experience with handicapped students. The department is willing to accommodate such students. A discussion with the department chair reveals that the department is willing to modify course requirements to provide students with alternative modes of demonstrating competence. Thus, for instance, although the typical language course would include both written and spoken demonstrations of competence, the department would assess a deaf student or one with a speech impairment totally on the basis of written demonstration of competence. The department does require some adaptive equipment. The language laboratory is accessible to wheelchairs, but the need for special amplification equipment should be investigated.

Evaluation: The department's reported educational policies are in compliance with the regulations. The language laboratory may require some adaptive equipment in order to provide students with partial hearing losses with the same services that are provided for other students. Other adaptive equipment also is needed.

Recommendation: Needs for adaptive equipment should be reviewed with the department chair and the language laboratory director. In addition to special amplification equipment for the language laboratory, manually and visually handicapped students should have access to typewriters equipped for the various languages. There also should be an attempt to provide access to Braille systems for the languages taught in the department (for instance, for Cyrillic, Chinese and Japanese alphabets). Visually handicapped students should be consulted about the difficulties or

nondifficulties of finding readers for foreign language courses. The Foreign Language department relies on the bookstore to publish lists of its books two weeks before the beginning of the semester. The department should make provision to make lists available at least four weeks before the semester for students who need material taped or Brailled.

HUMANITIES reports that it does not exclude or discourage handicapped students from any part of its program. Instructors are willing to make modifications or accommodations based on the needs of the student. This is the department's policy for all students. Efforts will be made to provide booklists four weeks before the semester's start, but the department cannot prevent last minute changes caused by last minute failure of some book to appear in the bookstore. The department will substitute for the visual parts of the program or for the aural parts of the program to accommodate students with perceptual handicaps. The Humanities Resources Room is available to students in the program. It provides aural and visual aids and should be equipped with amplification equipment for low vision and low hearing students.

Evaluation: The department's reported educational policies are in compliance with the regulations. The Humanities Resources Room may require some adaptive equipment.

Recommendation: Review need for adaptive equipment with department chair.

JOURNALISM reports that "handicapped students are not discouraged from any journalism courses; however, they may find obstacles to receiving the ultimate experience that particular courses could provide." Specifically, the design, layout and production aspects of some courses might be an impediment to visually handicapped students; news and feature writing which involves interviewing might be difficult for students with hearing difficulties; and reporting which requires travel might be difficult for mobility-limited students. However, a discussion with the department chair reveals that most handicapped students would be able to pursue some careers within Journalism. For instance, the mobility-handicapped person could do rewrite or produce a house organ; the deaf person could do lay-out or photography. The department is willing to modify its course requirements in order to provide appropriate training for students with such handicaps. Thus, a mobility-limited student in "Reporting" or "Depth Reporting" would be assigned a story which did not require extensive investigative travelling. The department provides students with access to typewriters and other equipment. An electric typewriter, adaptive equipment for the one-handed student, and other relevant adaptive equipment should be made available.

Evaluation: The department's reported educational policies are in compliance with the regulations. The department should be provided with access to necessary adaptive equipment.

Recommendation: The employment specialist in the Disabled Student Service Center should meet with the department chair to review career possibilities for people with various handicaps and to discuss the appropriate curricular modifications such students might require.

SPEECH does not exclude nor discourage handicapped students from any part of the program. The department already has worked closely with several handicapped students to develop some instructional devices (for instance, models of voice production for blind students) and to identify attitudinal barriers. Certain courses would present difficulties for some handicapped students unless adaptive equipment or aides were available. Specifically, deaf students in performance courses should have interpreters. The department would like to explore the use of visual interpreters in order to help visually handicapped students in some of the non-verbal communication courses which rely heavily on films and on non-verbal exercises. Courses requiring fieldwork or off-campus activities can be modified for disabled students. The department is concerned about students with severe speech impediments in public speaking performance courses (that is, students who do not use an interpreter), and deaf students who might want to enter the career of teaching voice and articulation.

Evaluation: The department's reported educational policies are in compliance with the regulations.

Recommendation: This department constituted a resource for the system. It should be encouraged to develop projects for special instructional approaches and adaptive equipment.

PHILOSOPHY reports that handicapped students are not excluded nor discouraged from any part of the program. Textbooks are not always available four weeks before the beginning of the semester. Students needing advance textbook lists should make special requests through the department chair. The department does not raise the issue of courses which rely heavily on visually presented material (that is, the courses in the logic program). Visually handicapped students should have access to a typewriter specially adapted for logic.

Evaluation: The department's reported educational policies are in compliance with the regulations.

Recommendation: Adaptive equipment for visually handicapped students taking logic courses should be obtained. The department chair should develop procedures for making textbook lists available four weeks prior to the beginning of the term.

WORLD AND COMPARATIVE LITERATURE reports that no handicapped students are excluded or discouraged from any part of its programs. The response from this department is brief. However, since every member of this department holds a joint appointment in another School of Humanities department, one might conclude that the responses of the related departments apply to this one.

Evaluation: The department's reported educational policies are in compliance with the regulations.

SCHOOL OF SCIENCE

Six of the seven departments in the School of Science responded to the questionnaire. Some of the responses are among the most thorough and thoughtful prepared by departments in the University. A number of themes run through the answers, and it may be useful to focus on them here:

(1) Segments of the biology, chemistry and geology programs appear to the departments to present special instructional problems in respect to blind students. This is particularly true of certain laboratory courses, and courses with extensive visual components. If possible, these departments would like to arrange to have a seminar conducted by a blind professional in the discipline in order to understand more about how such a trained person operates in the laboratory context.

(2) Biology and chemistry are concerned about instructor liability in case of accidents. (This is a concern also expressed in some areas of the Creative Arts and HPER programs. See previous discussion of this issue.)

(3) A great deal of adaptive equipment is required for programs in this school. It should be listed and obtained.

BIOLOGY reports that field courses and laboratory courses present problems for the blind students. Certain field courses present problems for mobility-limited students. The department is willing to make modifications. The department points out that generalizations are difficult to make. For instance, certain

field courses could be completed satisfactorily by partially sighted students but not by totally blind students.

Evaluation: The department's reported educational policies are in compliance with the regulations. The department is willing to modify course requirements, but it needs guidance in instructional techniques and the provision of adaptive aids and assistants and the removal of architectural barriers in laboratories.

Recommendation: Make provision for removal of architectural barriers, for provision of adaptive aids and assistants and for consultation with disabled scientists of the American Association for the Advancement of Science (AAAS) resource list.

CENTER FOR INTERDISCIPLINARY SCIENCE reports that two of its courses present problems for people with certain handicaps. While the difficulty presented by the "Science of Photography" for visually handicapped students is evident, why this course should not be modifiable for other handicapped students, and why "Computers in the Arts and Humanities" should present insurmountable difficulties to any handicapped student is not obvious. The department does not seem to have considered the grounds for modifying courses for people with various handicaps.

Evaluation: On the basis of report, it is difficult to tell whether department is in compliance with the regulations. No clear "yes" or "no" response is provided to the question about prohibiting or discouraging handicapped students.

Recommendation: Discuss courses which seem to constitute problems with department chair.

CHEMISTRY distinguishes between lecture and laboratory courses. Handicapped students should be able to satisfy lecture course requirements, although the following caveats should be noted: a) Interpreters for deaf students should have some training in the discipline so that they can interpret adequately; b) Physical models for structural chemistry courses would need to be procured for blind students (some of these already are available). Laboratory courses provide a special barrier to blind students, and some problems to upper mobility limited students. There is some thought that these students could participate in some labs, or at least gain an understanding about what goes on in labs by observing and with the use of assistants. However, there are technically related positions for chemists that do not involve lab work. The chemistry department is willing to

modify its requirements to design career suitable programs for handicapped students; the department chair advises that such a student should not spend too much time in lab observation but instead should take more non-lab work.

Evaluation: The department's reported educational policies are in compliance with the regulations. However, laboratories need to be modified for wheelchair accessibility; adaptive aids, assistants, and advice from disabled professionals in the discipline all should be available.

Recommendation: Make provision of adaptive aids and assistants, remove architectural barriers in labs, and obtain consultative advice from disabled chemists on AAAS resource list.

ENGINEERING did not make a report and is not in compliance with the self-evaluation requirement of the regulations.

GEOLOGY reports that core course components are inaccessible to blind students. Although there has been a blind major in the department, the department believes that core courses cannot be completed acceptably by students with this handicap. Limited mobility students cannot complete required two unit field work course. The department is willing to waive this requirement since some jobs available for geologists are of the "arm chair" type. Other courses in the geology department are accessible to all students.

Evaluation: Whether the department is in compliance with the regulations depends upon whether a blind person cannot satisfactorily complete the core courses, and whether these courses really are required for a meaningful major in Geology. Obviously, this matter can be adjudicated only by those familiar with the disability and also professionally trained in the field.

Recommendation: Attempt to find blind geologist on AAAS resource list for consultation. Discuss need for adaptive aids with department chair.

MATHEMATICS reports that deaf students would have trouble with advanced courses because interpreters would have to be an expert in the field. The department needs adaptive aids for its computers. The inaccessible Blakesley room is employed for departmental seminars, and elevators in the School of Science building tend to be inoperative.

Evaluation: The department's reported educational policies are in compliance with the regulations. The department needs adaptive aids for its computer center.

Recommendation: Procure adaptive aids. Consult AAAS Resource list and Gallaudet College in respect to provision of interpreters able to interpret advanced math.

PHYSICS/ASTRONOMY reports that all of its courses are accessible to handicapped students. Although one telescope is on top of the Physical Science Building, it probably will be moved to a ground level facility in San Mateo. There are several portable telescopes. The planetarium has area lights so that an interpreter could be seen during a lecture. Students needing lab assistance are paired with suitable partners. Possible need for adaptive equipment.

Evaluation: The department's reported educational policies are in compliance with the regulations.

Recommendation: Discuss need for adaptive equipment with department chair; ask about computers, talking calculators, etc.

DIVISION OF CONTINUING EDUCATION

CONTINUING EDUCATION reports that most of its programs are held on campus (as adjuncts of the regular program) or at Cogswell College or the Presidio (both of which are accessible). Presumably, all these continuing education programs are covered under the self-evaluation efforts of the regular program with which they are allied. However, Continuing Education sponsors Foreign and Domestic Travel/Study courses. It is not clear whether it is the Division's responsibility to provide wheelchair accessible transportation should a mobility-impaired person wish to register for one of these courses.

Evaluation: For the most part, the Division's programs can be presumed to be in compliance with the regulations, since these programs are reported as falling under the self-evaluations conducted by regular university programs. However, the responsibility of the University to supply wheelchair accessible transportation for courses in which transportation is supplied to nonhandicapped students requires further assessment.

Recommendation: Consult General Counsel in respect to transportation issue.

SAMPLE VERIFICATION OF COMPLIANCE LETTER

Off-Campus Work-Study Contractors
Employers
Field Work Agencies
Student Teaching Agencies
Cooperative Education and Internship Agencies
Etc.

Dear _____:

This is to advise you that San Francisco State University extends equal opportunity to all persons in its hiring, promotions, employment benefits, services, and programs regardless of sex, race, creed, color, religion, handicap or veteran's status. Good faith efforts are made to equalize opportunities for both sexes under provisions of Title IX; for the disabled, under the Rehabilitation Act of 1973; and for veterans, in compliance with the Vietnam Era Veterans' Readjustment Assistance Act. It is our policy to comply with the necessary recruiting, monitoring and reporting requirements of the respective legislation regarding equal opportunity, as well as with the intent and spirit of the law.

We wish to advise you of these policies as they relate to any interactions we may have with your agency or organization.

We would appreciate confirmation from you that these policies will continue to be complied with by your agency or organization. Please complete, sign below and return to us.

Sincerely,

_____ confirms that we
subscribe to the above affirmation of equal
opportunity.

INSTRUCTIONAL SERVICE AREAS

AUDIO-VISUAL CENTER

The A-V Center reports that all services provided are accessible to handicapped persons and that their regular procedures (such as delivery/pick-up service) suffice in accommodating handicapped faculty. They recommend the installation of a sliding automatic door at the north-west side of the Library in which the A-V Center is located.

Evaluation: The requirement that delivery/pick-up service be arranged for one week in advance reduces the flexibility that mobility limited faculty have in integrating audio-visual materials into the classroom.

Recommendation: That mobility limited faculty be allowed to order equipment/assistants on short notice. The present procedure is not accommodating because it presumes that all faculty can carry and operate the equipment if necessary. Non-handicapped faculty thus have more flexibility in the use of A-V support services than do handicapped faculty. In addition, procedures should be established so that handicapped faculty can place orders for A-V materials by phone. It should not be necessary to visit the A-V Center for any business that can be conducted over the phone.

BOOKSTORE

The Bookstore reports that all of its services are accessible to handicapped people. The store provides assistance in locating textbooks, elevator service within the store, separate billing facility for subsidized payment, special bagging of merchandise at check out registers. Blind students can telephone the bookstore to find out what texts have been ordered for classes. The store also stocks small supplies of Braille paper and self-carboning note paper. Bookstore staff assist with the inspection of elevated merchandise.

Evaluation: The Bookstore is aware of the needs of handicapped persons and seems to provide appropriate accommodation.

Recommendations: Caution should be taken to keep aisles clear. Occasionally, especially at the beginning of semesters, merchandise clutters aisles making movement difficult. Staff should be well informed as to the accommodations provided by the store. The store should be commended for its attention to the needs of its handicapped customers.

LIBRARY

The Library reports that all of the services provided by the

unit are accessible to handicapped people. The special accommodations made by the unit for handicapped persons include: in-building elevator escort to/from Reserve Book Room (basement) and the first floor, tables for the use of disabled near the public card catalog, assistance with any task the disabled person is unable to do for him/herself, study room with special equipment (e.g., CCTV and talking calculator) and reference materials (e.g., Braille World Book Encyclopedia, Roget's Thesaurus) for the blind and partially sighted, and a small collection of Braille books with a card catalog in Braille and large print.

Evaluation: The Library seems to be in compliance with the regulations.

Recommendation: The Library should publish, in appropriate form, the services it provides to disabled persons (faculty, staff, students). Such publication should indicate the specific locations at which one can request assistance (e.g., who is responsible for assisting persons in wheelchairs in using the card catalog?).

In addition, the Library should consider establishing a policy for renewing loaned materials by phone and providing information to a physically handicapped person by telephone of the availability of a book for which specific author and title are given and to reserve the book until it can be picked up. This avoids an unnecessary trip to the library for a person for whom mobility is a considerable difficulty.

Index and reference tables in all areas must be modified so that they are useable by the person in a wheelchair.

The Library report suggests that a ramp be constructed next to the wall over the steps west of the Library terrace to facilitate direct access to the main entrance from the west. It is recommended that a feasibility and cost effectiveness study be made of building such a ramp as compared to providing an additional basement security check out system and opening the elevators to the basement. Either solution would greatly facilitate movement within the Library for both disabled and non-disabled persons.

INSTRUCTIONAL COMPUTING

The Instructional Computing area indicates that students with visual impairments would have difficulty with a microfiche reader and that students with limited upper extremity movement might have difficulty loading and unloading cards into keypunch trays. They add, however, that student aides are on duty from 8 a.m. to 10 p.m. to assist all students. No special accommodations are made at this time for disabled persons.

Evaluation: It is probable that the availability of student aides in this unit makes the unit technically in compliance with the regulations.

Recommendation: The unit suggests that certain types of adaptive equipment may be useful. The needs for and availability of adaptive equipment in this area should be explored.

STUDENT LEARNING CENTER (SLC)

The SLC reports that each of the instructional programs is not entirely accessible to every disabled student, but where a particular item is not appropriate, an alternative is available. For example, a programmed book is not appropriate for a visually impaired student, but a tape program that accompanies a booklet with large print (or print magnified with a CCTV unit) might be equally effective. Of the equipment, certain specialized machines such as audio editing booths, are not easily handled by a handicapped student both because of the intricate operation of dials and levers and the reach involved. A blind student could be taught to use the machine with the aid of a technician and Braille labels, for example. The video editing equipment is located in a booth that does not allow sufficient space for a wheelchair under the table. This is correctable, as is the location of certain other equipment in carrels which are difficult to enter with a wheelchair. Table height is sufficient but one wall of the carrel would have to be removed or changed. Portable units, of course, could be used on tables to alleviate this problem.

According to a handicapped student who is familiar with procedures for involving students in the study skills program and in the multi-media center, the check-out procedures pose no problem since counter height is not excessive and cabinets where students' files are kept are accessible, except perhaps for the top drawer which is out of reach of a wheelchair. The student evaluator allowed, however, that as long as staff were available to assist, this would not be a deterrent. Handicapped students can be made aware of the SLC's study skills, content tutorial and multi-media facilities through notices in the Disabled Student Service Center's newsletter.

Some aisles in the SLC are narrow and hard to negotiate. Some carrels would be accessible if one side were removed. Additional portable equipment would alleviate some tight spots. The addition of a CCTV unit would make most print material more accessible to the vision impaired student.

Evaluation: In general, the Student Learning Center is accessible to the orthopedically disabled. The entrance door is heavy and requires turning a knob and is therefore impossible for

some students to gain ready access. A window in the door (directly in front of the reception desk) allows staff to see a student in need of assistance. Staff has noted other correctible difficulties and indicates a willingness to improve accessibility. The facility is expanding and staff indicates that aisle width and accessibility of carrels will be corrected at that time.

Recommendation: At the time of the above noted expansion, staff should insure that physical accessibility is improved as noted. The acquisition of a CCTV should be strongly considered in order to make the facilities more available to the visually impaired. Student Learning Center staff should work with Special Education faculty who specialize in work with the visually handicapped in order to improve accessibility of learning aids. Handicapped students should be made aware of the services available and the readiness of staff to offer adaptive assistance. Such service should be publicized through the DSSC newsletter or other campus media each semester.

Because persons with specific learning disabilities are included in the definition of handicapped in the 504 regulations, the SLC should closely evaluate the appropriateness of its services for this group. The SLC should become the primary campus resource for such persons.

EDUCATIONAL AUXILIARY AIDS

At present, disabled student need for auxiliary aids is determined in individual contacts with students at the DSSC. All self-identified disabled applicants for admission are informed of the services provided by the DSSC, including the provision of certain types of auxiliary aids.

Library personnel have been assigned responsibility for assisting disabled students in retrieving library materials, including reference, open shelves and card catalogs. The Coordinator of Disabled Student Services has met with the Library Faculty Association to discuss student need.

In addition, the Coordinator and disabled students have met with several library division heads to discuss and outline procedures to facilitate the use of the library by disabled students.

On occasion, the DSSC Coordinator has met with disabled students and their instructors to determine the need for auxiliary aids.

The available adaptive equipment on campus is found in two locations - the DSSC and the library study room for the blind and partially sighted. Both the DSSC and the study room are accessible. The present inventory has proved adequate for current basic needs although the demand is sometimes very heavy. Auxiliary aids needed for particular educational areas (schools and departments) are included in the Curriculum and Educational Activities section.

Numerous community resources have been identified to assist in fulfilling the need for auxiliary aids. Some are:

- Recordings for the Blind
- Braille Institute
- American Foundation for the Blind
- American Printing House for the Blind
- Local Braille Transcribing Guilds
- Clearinghouse Depository for Handicapped Students
- Library of Congress, Division for the Blind and Physically Handicapped
- National Association for the Visually Handicapped
- Bay Area Hearing Society
- Deaf Counseling and Referral Agency
- Mental Health Services for the Deaf
- St. Benedict's Center
- Silent Strength

California State Department of Rehabilitation
Canon Kip Community House
S.F. Independent Living Project
California Association of the Physically Handicapped

Regular contacts are maintained with all of these agencies. Each agency has, from time to time, assisted in finding auxiliary aids. It must be made clear, however, that by and large these agencies do not provide auxiliary aids free. The major exceptions are Recordings for the Blind, Braille Transcribing Guilds and the Library of Congress. The California State Department of Rehabilitation has purchased several items of equipment for the DSSC and the Library under a plan of services to groups of disabled students. The Department of Rehabilitation also pays reader and interpreter wages for eligible disabled persons.

The only fiscal resources that have been identified on campus specifically for obtaining the required auxiliary aids and aides are those funds budgeted to the DSSC and occasional temporary help and equipment funds through the Student Affairs division. A comprehensive report regarding the budget impact of the 504 regulations concerning auxiliary aids was submitted to the Chancellor's office on May 1, 1978.

Evaluation: The DSSC has made commendable progress, in view of limited resources, in obtaining the basic auxiliary aids. It is clear that excellent use has been made of campus and community resources.

Recommendation: If funds are not made available by augmenting the DSSC budget, it is recommended that each school be required to set aside a certain percentage of its personnel and equipment budgets for the purchase of auxiliary aids and aides.

The following represents a minimum list of needed auxiliary equipment:

- 7 portable modified laboratory stations with utility outlets
- assorted raised/relief geography maps
- assorted plastic biological models
- 1 Braille duplication machine
- 5 Aud-o-meters (light probe monitoring devices for the blind)
- 5 Aud-o-levels
- assorted "raised line" laboratory test tubes, beakers, etc.
- 1 Braille teletype output
- 2 Closed Circuit TV magnifiers
- 1 power wheelchair for loan
- 1 manual wheelchair for loan
- 2 cassette tape duplicators
- 2 large print typewriters

- 1 set Phonic ear units (sound amplifier units for hard of hearing professors and students)
- 2 audio response calculators
- 4 Teletypewriters. (TTY)
- Braille computer input terminal equipment as required
- raised line drawing boards
- 1 swimming pool lift
- assorted equipment for adapted PE and Recreation
- 1 wheelchair lift equipped van - each campus vehicle pool should have one or funds to contract for transportation services

The following table represents an estimate of the additional staff needed to provide certain educational aids for disabled students:

	<u>1978-79</u>	<u>1979-80</u>	<u>Total 78-80</u>
Interpreter Services (ave. 7.50/hr.)	1.0	+1.0	2.0
Reader Svces. in Library (Stud. Asst.)	1.0	Continue	1.0
Class Notetaking (Stud. Asst.)	<u>1.0</u>	<u>Continue</u>	<u>1.0</u>
TOTAL	3.0	+1.0	4.0

In addition, over a period of time, recruitment efforts for new staff university-wide should include an attempt to hire persons who know sign language. Perhaps the best solution to providing access to all university services for the deaf is to have at least one full-time interpreter on the DSSC staff who could go to various locations to assist deaf students. Classroom interpreters will still be needed as estimated above.

FINANCIAL AID

The Financial Aid Office (FAO) does not maintain a record of the number of handicapped students using its services. Thus, a comparison cannot be made with the percentage of handicapped students in the total student enrollment.

The FAO reports that instruction sheets which accompany the various financial aid forms are printed in large type and that a counselor has been designated to act as liaison with DSSC to be available to assist handicapped students in filling out forms, etc. Inservice training workshops are periodically scheduled which involve the DSSC staff and Student Financial Aid counselors. Financial aid forms and procedures are supplied to the DSSC on these occasions in order that disabled students have direct access to them.

An Outreach Program is sponsored through Student Financial Aid to send the liaison counselor to organizations in the Bay Area whose constituency may be interested in receiving financial aid at San Francisco State University. Deadline dates and other information relevant to applying for aid are stressed during these inservice training workshops and Outreach visits. It is hoped that by disseminating information to various members of the helping professions that it is made available to visually and hearing impaired students. The FAO has an audio-visual production on the financial aid application process which is used at Outreach programs.

The FAO and DSSC have cooperatively developed a form for use which increases the disabled students' chances of qualifying for financial aid. (See Appendix.)

The FAO reports that the financial aid provided to handicapped students is comparable in total amounts to that provided able-bodied students. Assistance is offered to individual students in applying for aid and the types of funding a student receives are scrutinized to determine that they are appropriate. For example, in instances in which a student is unable to be employed while in school, a College Work-Study award is replaced by National Direct Student Loans or, if possible, by grant money.

In-service training sessions are designed to sensitive staff members to the particular needs of handicapped students. Abbreviated application instructions are available in large print and financial aid counselors are available to assist students in the completion of forms. The DSSC and FAO work in cooperation to advise students of local, state, and federal sources of public and private assistance.

All aid administered through the FAO is awarded on the basis

of established need. Institutional scholarships are awarded on the basis of grade point average.

Evaluation: The Financial Aid Office's reported policies and procedures are in compliance with the regulations. The office has been especially cooperative in working with the DSSC to serve disabled students.

Recommendation: The office should consider the purchase of a silent communication telephone (TTY) so that inquiries from deaf students can be handled directly. This is especially important because the financial aid process requires an expertise that is difficult for other offices such as the DSSC to develop. Basic application information should be available in Braille.

STUDENT HEALTH SERVICES

The Student Health Services report that basic student health services are provided so that such services are as available and as effective as those provided to nonhandicapped students. Augmented student health services are provided in a manner which allows handicapped students equal access. Fees charged for such services are applied in a consistent manner to all students.

Specialized programs, emergency and first aid treatment, and the supplemental student health insurance program are provided in a manner which ensures equal opportunity for participation by handicapped students.

Evaluation: The Student Health Center is a new facility and is physically accessible to all disabled persons. Staff are concerned with providing high quality service to disabled students. With the exception of emergencies, the service is specifically designed for students and does not serve faculty or staff.

The Health Center Director has instructed staff to consult with DSSC staff in order to prepare information about student health services in a form useable by the visually impaired.

Recommendation: There are two areas in the Health Center that need to be considered for improved accessibility and/or independent use by handicapped students. First, the medical request counter where students write out reasons for seeking medical help exceeds the recommended height limit and an alternative table is now being obtained that will provide a writing surface and the materials needed to use the Health Center on an independent basis.

Second, the reception counter where appointments are made also exceeds the recommended height limit. However, extensive structural modification would be required to improve accessibility. Currently, assistance is readily available when asked for and is provided in a friendly, non-protective manner. There is some difference of opinion as to the necessity for making a structural change. It is not seen as a serious barrier at this time.

COUNSELING

The Counseling Center is located in temporary buildings (moduluxes). Three offices and the reception area are accessible by temporary ramps. Three are inaccessible (2 or 3 steps). It is reported that if a student should need access to a counselor in an inaccessible office, suitable arrangements can be easily made.

The staff of the Counseling Center (seven full time and four interns) includes one rehabilitation counselor and one rehabilitation counselor intern. The rehabilitation counselor is available to all staff and staff are encouraged to make themselves available to disabled clients and use the rehabilitation counselor as a consultant.

Of the self-identified handicapped students, approximately 7.1% used Counseling Center services from 9/1/77 through 2/28/78. Based on an enrollment of approximately 24,000, the Counseling Center staff saw approximately 3.9% of the total student population in regular appointment hours during that same period. These figures represent the physically handicapped only. The Counseling Center serves a significant number of students with drug and/or alcohol problems as well as students with emotional disorders. These students are also included in the definition of handicapped in the 504 regulations. No attempt has been (or will be) made to keep records of these clients of the Center.

Efforts are made to inform handicapped students of available counseling services in two basic ways. Information provided to all newly enrolled disabled students by the DSSC includes information about Counseling services. In addition, articles about Counseling Center services appear regularly in the DSSC newsletter. Materials provided by the DSSC are in large print and Braille.

The Counseling Center has participated with the DSSC in planning and presentation of campus-wide Awareness Days and also in a series of seminars regarding employment and the disabled.

Feedback regarding the counseling process is obtained from all students served. All counselors are evaluated by a random sample of student clients using an evaluative instrument developed by Counseling Center staff. Since handicapped students are seen regularly, some are inevitably among those students sampled.

No mechanism has been developed to identify and eliminate possible bias against the handicapped in Counseling Center Services

and none is believed to be necessary at this time. The Center has worked closely with the handicapped student population for years now and has served as a campus-wide advocate for the handicapped on many occasions.

In-service training regarding awareness of the capabilities of handicapped persons in terms of academic pursuits, career choices, life activities and styles is part of an ongoing consultation process between the Center's rehabilitation counselor and other staff.

In an effort to ensure that hearing-impaired students are not denied access to counseling services, funding for interpreter services have been requested in the DSSC budget for 1978-79 and in a grant proposal. In addition the Counseling Center's rehabilitation counselor is studying sign language (but will not become proficient enough for counseling services to be provided). Cases in which complex counseling issues exist will be referred to existing suitable agencies in the community.

Evaluation: In general, the Counseling Center is well staffed to handle the special problems of the disabled. Staff of the Center have been particularly concerned about programming for the disabled and have established regular interaction with DSSC. Services are well publicized through them.

Recommendation: Counseling Services should include in all formal sources of information, material that invites disabled students to use the service or indicates the existence of specialized services. Outreach efforts may be made in individualized letters to disabled students. Rehabilitation counselor should meet with the staff of the Student Health Service to familiarize them with counseling services for the disabled and to encourage referrals if a need is indicated. More formal inservice training regarding issues of importance to disabled persons should be instituted for Center staff.

PLACEMENT CENTER

The current temporary location of the Placement Center is accessible. Some interview rooms are not readily accessible to persons in wheelchairs but alternative areas are available.

Staff are not formally trained in working with the handicapped. A close working relationship has been established with the DSSC and a member of its staff is specifically trained to assist handicapped persons.

No records are kept of the number of handicapped persons using Placement Center services.

The Center reports that efforts are made to inform handicapped students of available services in the same way that all other students are informed - brochures, flyers, official college publications, etc. Brief meetings describing the services of the Placement Center are available to all students. Information regarding the Center is not available in large print, Braille, or on tape for the visually impaired.

The Center reports that its policies, rules, regulations and procedures conform to all state and federal laws regarding discrimination in employment. The Center indicates that signs are posted announcing to employers and others that it is illegal to discriminate on the basis of handicap. It is further indicated that if an employer makes a discriminatory request, he is told that the Placement Center cannot assist. Staff are aware that qualifications must be related to job duties. Application forms used by employers who recruit on campus are reviewed to ensure that they do not include pre-employment inquiries regarding the nature and severity of handicap if not job related. The Center relies on state and federal agencies (e.g., FEPC and HEW) to monitor the policies and procedures of employers who do not recruit on campus.

The DSSC, in cooperation with the Placement Center, has developed a program for working with disabled students. An Advisory Committee on Careers in Business and Industry has been formed to assist in placing disabled graduates.

Evaluation: In general, Placement is in compliance in that it is basically accessible and is aware of the legal rights of the handicapped in services and employment. It is commendable that they have designated a staff member who is in regular liaison with the Disabled Student Service Center. This indicates an interest in serving the disabled. An Interviewing Skills Workshop, co-led by DSSC and Placement staff for disabled students represents

a positive step.

On the other hand, discussion with the Placement Center indicates that very few students (perhaps two or three in the recent past) take advantage of the service. There may be little felt pressure to do so since the DSSC has taken some of the lead and responsibility in this area. Additionally, the disabled are traditionally served by community agencies and job placement services such as the Department of Rehabilitation, California League for the Handicapped, and United Cerebral Palsy's Employment Project.

Recommendation: Given the special needs of disabled students it is recommended that:

Specific mention be made in all printed materials of an interest in the placement of disabled students.

DSSC staff maintain current liaison and also work with the full Placement staff in an in-service training capacity to increase general awareness of issues involved in placing the disabled. In particular, Placement staff should become aware of possibilities for work place modifications to make a job accessible. The need to review tasks to be done as the basis for hiring, rather than global assessments should also be dealt with. Such training would allow Placement staff to serve disabled students in general Interviewing Workshop sessions.

Because the Placement Center is in a favorable position to help educate employers with whom they have contact, it is particularly important that positive action be taken to inform employers of the regulations under 504 (see suggested compliance letter in section on Curriculum and Educational Activities). Employers should know that the University can help them be in compliance by providing educated and work-ready disabled employees and staff of DSSC that can assist in making the work place and work tasks accessible. This process should begin concurrent with the previous recommendations.

Some Brailled, taped and/or large print materials describing services and how to use them should be made available for use of visually handicapped as soon as possible.

As part of general in-service training, handicapped student input would be useful. Such input would also provide information on how to better reach the disabled student community.

Since it is important to help potential employers see disabled (in this case wheelchair bound) persons in a positive way, interviewing areas where students meet recruiters should be more spacious.

TESTING

The Testing Center reports that all test instruments in vocational/career testing, personality assessment, and aptitude and achievement are available for use by handicapped students. Students are referred from University Counseling Services for particular instruments deemed appropriate to the counseling situation. Occasionally, a faculty member refers someone directly to Testing.

Tests of aptitude and achievement may be administered for other than counseling purposes such as for admission to the University, for graduation requirements, for admission to graduate and professional programs, and for diagnostic and evaluation purposes. It should be noted that tests used for the above purposes have not been validated on handicapped persons nor is there normative data except in extremely rare instances.

A number of testing agencies which offer educationally required tests recognize their obligation to make tests equally accessible to candidates with physical or mental handicaps or disabilities. Also, some CSUC system-wide testing programs address themselves to testing candidates with handicaps. Others need to do so more directly. Reasonable accommodation to specific handicaps is made when necessary and/or possible. It is the test candidate's responsibility to advise the testing agency or center of the need for special accommodation or procedures.

The Testing Center has made every effort to assist handicapped students in meeting test requirements.

Many instruments can be administered to handicapped persons with adaption and assistance. Students make arrangements with the Testing Center which accommodates the student to the extent possible. The Center has provided typewriters for blind students who type responses or essays after questions have been read. It has provided special private rooms for students when need arises. The Center works closely with the DSSC (on the same floor) and has used the DSSC's print enlarger when testing the visually handicapped. It has provided a "test writer" for physically disabled students when that has been necessary. No criteria has been established to identify qualified "test writers." In most cases, the test candidate provides his or her own "test writer." The DSSC assists in finding test writers if the candidate does not have his or her own.

Efforts are being made by Testing officers system-wide to ensure that handicapped students may have full access to testing programs. At a March meeting in San Jose, there was a consensus that a "Clearinghouse of Tests for Disabled Students" would be

the most practical approach to meeting the need. The plan discussed was that each campus Testing Center would be responsible for developing or obtaining one or more of the tests requested by or of use to handicapped students. Information about the test(s) would be sent to the "Clearinghouse" which would then disseminate the information to all the test centers. Tests would be made available by pre-arranged scheduling.

Appropriate alternative tests will begin to be identified under the aforementioned "Clearinghouse" plan. Also, a current review of literature on tests will identify tests useful and appropriate for handicapped persons.

Most national testing programs print a paragraph or section on special arrangements in the Bulletins of Information about the particular test in order to inform handicapped students of the availability of adaptive testing procedures.

Locally, the Testing Center has depended upon the DSSC to inform handicapped students that special arrangements can be made for testing.

Evaluation: Testing Center personnel seem to be aware of the special problems encountered by the disabled and have made efforts to accommodate various disability groups through the methods enumerated. Testing is involved with other centers in the system in developing a systematic approach to the problem. A major problem in testing of the disabled has been noted by testing personnel. The fact that normative data is rarely available for handicapped testees requires that interpretation of tests be done by people trained in rehabilitation counseling or rehabilitation psychology so that distorted concepts are not transmitted to the affected clients.

Recommendation: In order to strengthen the Testing Center's ability to deliver excellent services to the disabled, the following recommendations are made:

Research the literature for specific tests that might be especially useful for specific disability groups. Tests might include personality, interests and aptitudes. The Counseling Center has initiated such a search that will be carried out during May and June of 1978.

After reviewing the results of the literature search, a small quantity of those tests deemed most useful for various populations should be purchased.

Provide inservice training where necessary in both test administration and test interpretation of the above tests.

Publicize via the Bulletin, class schedule, counseling brochure, testing brochure and/or DSSC newsletter the availability of adaptive testing procedures.

SOCIAL, CULTURAL AND EDUCATIONAL PROGRAMS AND ACTIVITIES

The Student Activities Office (Old Administration Building) is legally accessible. However, for those staff, faculty and students in wheelchairs, there is difficulty in reaching the office. Access is available either via the ramp into the New Administration Building, then through heavy doors and down one-half floor into the Old Administration Building, or via elevator from the basement of the New Administration Building. The difficulties inherent in the above outlined process does not encourage the wheelchair bound to use the office.

Associated Students and Student Union offices are located in the Student Union Building. The Associated Student offices are on the mezzanine level. Student Union offices are on the basement level. All floors in this building are accessible only via a single public elevator. The public elevator is small and control buttons are high. Any person in a wheelchair with a limited range of motion will find the elevator difficult (if not impossible) to use. Student Union and Associated Student offices, once reached, are accessible.

The Student Activities Office implemented the first disabled student center on campus and remains alert to the special needs of this group. No special in-service training is provided. The Student Union staff does not have specialized training in working with the disabled.

Information regarding programs and services is not available (except incidentally) in large print, Braille, or on tape in the Student Activities Office, Student Union, or Associated Students offices. No special techniques are used to communicate with hearing impaired students. On campus, courtesy telephones with volume controls are available for hearing impaired students in the Student Union.

The Student Activities Office reports that it schedules programs and activities on the basis of accessibility and it does not schedule programs and activities in inaccessible areas. Student Union programs are also scheduled in accessible areas. However, the physical layout of the Union results in certain problems of access for people with various handicaps. For example, Union offices are on a corridor that lies behind an art exhibit area that presents access problems for some blind students. Lower lounges in the Student Union "towers" where headphones are available for music listening are filled with slanted posts that represent safety hazards for the blind (a cane will not detect an overhead obstruction). The upper levels of the "towers" which are used as lounge space are, of course, inaccessible to persons in wheelchairs and those with other climbing limitations.

It is reported that both Student Activities and Student Union programs and activities are publicized by means of posters and flyers distributed throughout campus, by public service announcements placed on radio and television stations, campus calendars, student newspapers. Both also indicate that the DSSC receives notices of activities and programs.

Inaccessible features of the Student Union have been included in the campus transition plan if modification is required under 504.

All programs and activities in the Student Union are not offered in a manner which allows handicapped students an equal opportunity to participate. The following items present difficulties:

1. Pin ball machines are not accessible and useable by all.
2. Pool and ping pong tables are not accessible and useable by all.
3. The only courtesy phone on the ground level is not at an accessible height. Public phones on that level are accessible. Courtesy phones on other levels are accessible but require the use of the elevator discussed above.
4. All cafeteria service at ground, basement, and sub-basement levels are unreachable by those in wheelchairs and food in most areas is not visible from a wheelchair.

Table heights throughout the Student Union are appropriate for use by those in wheelchairs. The DSSC provides menus for all known food service areas in Braille and large print.

The membership requirement, policies, procedures, and other practices of clubs, organizations and honoraries recognized by the campus have been reviewed. None of these groups restrict membership or participation on the basis of handicap. Students are required to sign a student organization registration form indicating that they do not discriminate on the basis of handicap. The Student Activities Office reports that it will add such a statement to other materials new organizations must submit before they can be recognized.

Every effort is made to inform recognized student organizations that they must hold meetings and other activities in accessible locations. Assistance is provided in scheduling or rescheduling events or meetings in accessible locations.

The majority of outside agencies utilized by the Student Activities Office are community and social service agencies. The

office will begin immediately to routinely inquire if outside agencies do not discriminate on the basis of handicap (see sample letter in Curriculum and Educational Activities section).

Evaluation: The Student Activities Office is clearly aware of the requirements of 504 and of the need to schedule activities in accessible areas. The Student Union has been negligent in several areas and has primarily responded to the "letter" and not the "spirit" of the regulations.

Recommendation: Discussions should be initiated with regard to the feasibility of improving access to the first and second floors of the Old Administration Building. More direct access to the Student Activities Office would also facilitate access to the Dean of Students office, Educational Opportunity Program, and Career Resource Center as well as those services planned for the second floor of the building.

The Student Activities office, the Student Union and the Associated Students should consider ways of providing sign language interpreters for various programs and events if requested by deaf students.

Campus courtesy phones in the Union with volume control should be clearly marked immediately.

The main floor courtesy phone should be lowered to an accessible height as soon as possible.

Full discussion between Student Union personnel and disabled students should take place as soon as possible in order to provide access to the recreational equipment in the Union (pin ball, ping pong, pool, etc.).

Discussion should be initiated as to the feasibility of re-locating elevator control buttons and/or to opening up a service elevator for public use.

In-service training should be provided for Union staff so that an awareness of the needs of disabled students is developed. One indication of the lack of awareness on the part of the Union staff is the recent purchase of patio tables with chairs attached. At least one table could have been purchased with open seating so that students in wheelchairs could also make use of the tables.

It should be determined to what extent state vehicles are used to transport students for programs and activities sponsored by Student Activities, the Student Union, the Associated Students, or affiliated organizations and to what extent these transportation services are accessible.

HOUSING

Accessible rooms are currently available for students who use wheelchairs on the first floor of Merced Hall. The number of accessible rooms is adequate to meet current need.

In order to identify students needing accessible rooms, there is a section on the Housing Office application that asks students to voluntarily identify themselves if they are handicapped and will need modified living arrangements. The DSSC also includes a section on housing in the materials it provides all identified disabled students.

Plans have been developed so that by the end of the transition period accessible units of each type available will be accessible and useable by disabled students.

Provisions have been made to allow handicapped students to have an attendant in residence, to have a guide dog in residence, and to utilize additional space for necessary life-support equipment. Because need is extremely varied, each case is handled individually.

The Housing Office is located on the first floor of Mary Ward Hall and is accessible to all students. Materials are not currently available in Braille, large print or on tape. Those materials concerning housing provided by the DSSC are in large print and Braille.

The office reports that no programs currently exist to sensitize staff members to the needs of disabled students but that some are planned for the future.

Supportive services to assist handicapped students to participate in the programs, activities and living experiences are minimal. The Housing Office reports that more are planned for the future as part of in-service training.

All housing policies, procedures and regulations are reported to be in compliance with the 504 regulations. All live-in staff are in possession of a list of handicapped residents who may need assistance during an emergency. Currently there is no alternative warning system for the hearing impaired. It is reported that one is being developed. Accessible parking by special permit is available as close as possible to the residence halls.

The Dining Center is a single floor facility with easy access to/from the dormitories. Dining Center personnel provide assistance

to students needing it.

In cooperation with the DSSC, the Housing Office now includes questions on its off-campus housing listing cards regarding accessibility of the listed unit.

Evaluation: The Housing Office seems to be aware of the needs of handicapped individuals and is in compliance with 504. Their cooperation with the DSSC is commendable.

Recommendation: Plans to modify housing facilities so that disabled students will have choices comparable to those of other students should be carried out as soon as possible so that students who use wheelchairs may choose to live in areas other than the first floor of Merced Hall.

Basic housing informational materials should be made available in Braille or on tape and in large print immediately.

-- Staff should participate in in-service training regarding the needs of the handicapped as soon as possible.

A plan should be developed immediately for warning hearing impaired residents in case of emergency.

STUDENT GRIEVANCE PROCEDURE

After reviewing the relevant regulations contained in Section 504 of the Rehabilitation Act, the Committee on Disabled Students, Faculty and Staff recommends that the campus use the following grievance procedure in order to comply with the regulations. Since the regulations require that such a procedure be in place should any student attempt to file a grievance, we request that the President review this matter as soon as possible.

Recommendation:

I. General Policy:

It is the policy of San Francisco State University to comply with the 504 regulations adopted by the Department of Health, Education and Welfare. Accordingly, any student who believes that there has been a violation of the regulations is encouraged to discuss the matter with the campus 504 Compliance Officer and such other persons as may be identified by the Compliance Officer. If such discussions do not resolve the matter, the student may then initiate a grievance.

II. Grievance:

A grievance is initiated by completing the "504 Complaint Form" (these forms may be obtained from the Compliance Officer or from the Dean of Students)*, and by filing the completed form with the 504 Officer. The 504 Officer may assist the grievant in completing the Complaint Form but will not serve as an advocate for the grievant. When the 504 Officer receives the completed form, he or she will, upon verification that the grievant is the student, sign and date the form and forward a copy of it to the grievant, to each member of the campus community named in the complaint, to any other person the 504 Officer believes would be interested in responding to the complaint, and to the campus President. Upon receipt of a complaint, the President may designate any officer of the campus other than an attorney to represent the President and the campus.

Any person to whom a copy of the complaint is forwarded may respond to the complaint. Copies of all responses received by the 504 Officer will be forwarded to the grievant.

* Within thirty (30) days of receipt of the complaint, the President shall designate an Administrative Officer to review the complaint and any responses to the complaint. The Administrative Officer should, insofar as possible, have had no prior involvement in the matters that led to the complaint. The grievant may

* See Appendix for a sample complaint form.

challenge any person appointed as an administrative officer for cause. The President shall rule on all challenges for cause.

Within fifteen (15) days of appointment to the case, the Administrative Officer shall conduct an initial review of the grievance to determine if the complaint:

(a) Alleges facts which, if true, would demonstrate a violation of the 504 regulations;

(b) Addresses a violation which, if it exists, results in a personal wrong to the grievant;

(c) Was filed in a timely manner; and

(d) Is not frivolous.

If the complaint does not meet all of these standards, the Administrative Officer may terminate the grievance. Any such termination is final.

If the Administrative Officer does not terminate the grievance after an initial review, he or she shall attempt to obtain an informal resolution which is satisfactory to both the grievant and to the campus representative.

Upon accepting an informal resolution the grievant shall promptly file a notice withdrawing the grievance under the conditions of the agreed upon informal resolution.

Should no informal resolution be obtained, the Administrative Officer shall designate a committee consisting of two campus employees and one student to hear the grievance. Insofar as possible, the members of the committee shall have had no prior involvement in the matters that led to the complaint. The grievant may challenge any person appointed to the committee for cause. The Administrative Officer shall rule on all challenges for cause.

Within seventy-five (75) days of the original filing of the grievance, the Administrative Officer shall hold a meeting with the grievant, any person designated by the President to represent the campus, any member of the campus community whom the Administrative Officer believes to be interested in the complaint (hereafter referred to as an interested person), and the committee. At the meeting, the grievant and each interested party may be represented by any person other than an attorney. The purpose of the meeting is to give the committee an opportunity to determine if the charges in the complaint are true and if so, what appropriate relief should be granted.

Within fifteen (15) days after the meeting, the committee will determine whether a violation of 504 has been demonstrated and, if so, whether the requested relief should be granted. If the committee determines that some remedial action should be taken, it will make an appropriate recommendation to the President. Such relief need not be limited to that requested by the grievant and may include a change in campus policy.

The President may accept or reject the recommendation of the committee, and the President's decision shall be final. The President will advise the grievant and all others involved of his or her decision. If the President determines that a violation of 504 exists but the violation is a result of systemwide policy or other reasons beyond the control of the campus, the President shall make an appropriate recommendation to the Chancellor.

III. Meeting Procedures:

A. Conduct

The Administrative Officer will make all rulings on matters relating to the conduct of the hearing, including:

- (1) Matters regarding admission of evidence;
- (2) The calling and questioning of witnesses;
- (3) Whether the meeting shall be open or closed;
- (4) Whether a tape recording of the meeting or notes of the meeting kept by the Administrative Officer will serve as the official record of the meeting. The grievant will be given a copy of the official record of the meeting upon request, provided the campus is reimbursed for its expense in providing the copy.

The Administrative Officer will maintain an orderly meeting and permit no person to be subjected to abusive treatment. In this regard he or she may eject or exclude any person who refuses to be orderly. The Administrative Officer shall ensure that all materials are accessible to visually impaired participants and interpreters are present for the hearing or speech impaired.

B. Access to Campus Records

The Administrative Officer, upon request of the grievant, the campus representative or any interested person, may obtain copies of all campus records which are relevant to the complaint and which may lawfully be released by the campus. The Administrative Officer will refuse to obtain such records if he or she

determines that the burden of producing them outweighs the probative value of the records. The Administrative Officer shall ensure that all copies of records are provided to the visually impaired and are in a form accessible to them.

C. Legal Advice

The Administrative Officer may on the basis of his or her own need, or at the request of the grievant, the campus representative or any interested person, request legal advice from the Office of General Counsel.

D. Retention of Records

All Grievance records shall be retained for a period of three years.

IV. Time for Filing Complaint:

The 504 Officer will refuse to investigate, and the Administrative Officer will refuse to review, any allegations in a complaint which:

A. Are based on events that occurred prior to June 3, 1977 (the effective date of the 504 regulations); or

B. Are based on events that occurred more than 180 calendar days prior to the date the complaint was filed, if the grievant knew or should have known of the occurrence of such event. If the grievant did not know, or should not have known of the event when it occurred, the 180 calendar days shall begin to run as of the occurrence of the event, provided that in no event will an allegation be reviewed if it arises out of events that occurred more than one year prior to the date the complaint was filed.

V. Standing to File a Grievance:

The 504 Officer will refuse to investigate, and the Administrative Officer will refuse to review, any complaint filed by a person who is not a student at the time of filing the complaint unless the complaint is filed by a person who, although not a student at the time of filing of the complaint, was a student within thirty days prior to the day on which he or she filed the complaint.

Notwithstanding any other provision of this Section V, the 504 Officer may investigate and the Administrative Officer may review, any complaint filed by a former student when, in his or her judgment, fairness compels such conclusion.

VI. Definitions:

For purpose of these procedures, the following definitions shall control the interpretation of the terms set out below:

A. 504 Regulations

504 Regulations are the administrative regulations adopted by the Department of Health, Education and Welfare (DHEW) pursuant to Section 504 of the Rehabilitation Act of 1973. The regulations are found in the May 4, 1977 issue of the Federal Register.

B. Student

Student means a person who has gained admission to the campus. Student also means a person who is considered a continuing student pursuant to campus regulations.

C. Admission

Admission means selection for full-time or part-time regular, special, extension, external, associate, transfer, exchange, or any other enrollment, membership, or matriculation in or at any educational program or activity of the campus.

D. Grievance

Grievance means a complaint filed by one or more grievants which alleges a violation of one or more provisions of the 504 regulations.

E. Grievant

Grievant means a student who alleges that he or she is personally wronged as a result of an alleged violation of the 504 regulations.

F. President

President means the campus President or the designee of the campus President.

filed by a former student when, in his or her judgment, fairness compels such action.

VI. Definitions:

For purposes of these procedures, the following definitions control the interpretation of the terms set out below:

A. Section 504 Regulations.

Section 504 Regulations are the administrative regulations adopted by the Department of Health, Education and Welfare pursuant to Section 504 of the Rehabilitation Act of 1973. The regulations are found in Part 84 of Title 45 of the Code of Federal Regulations.

B. Student.

Student means a person who has gained admission to the campus. Student also means a person who is considered a continuing student pursuant to campus regulations.

C. Admission.

Admission means selection for full-time or part-time regular, special, extension, external, associate, transfer, exchange, or any other enrollment, membership, or matriculation in or at any educational program or activity of the campus.

D. Grievance.

Grievance means a complaint filed by one or more grievants which alleges a violation of one or more provisions of the Section 504 Regulations.

E. Grievant.

Grievant means a student who claims to have been personally wronged by an alleged violation of the Section 504 Regulations.

F. President.

President means the campus President or the designee of the campus President.

SECTION 504 COMPLAINT FORM - STUDENT

[Sample]

1. Name: [] If the complaint is filed by more than one person, all such persons must be identified.
2. Date most recently admitted as a student: [].
3. Nature of complaint: [].
4. Sections of Section 504 Regulations that you allege have been violated (specific sections must be identified): [].
5. Facts relevant to complaint: [].
6. Relief requested: [].
7. Have you brought your Section 504 Complaint to the attention of those who have taken the action about which you now complain? [] If not, why not? [].
If so, what was the response of such person(s)? [].
8. Is there any other information you wish to present at this time? [].
9. Are there any documents you wish to be considered? If so, please attach a copy of such documents to this form.

--ADMIN--APP

ALL-UNIVERSITY COMMITTEE ON
DISABLED STUDENTS, FACULTY AND STAFF

Academic Senate Policy Recommendation F77-24

At its meeting of October 25, 1977, the Academic Senate approved the following policy:

Charge: The All-University Committee on Disabled Students, Faculty and Staff shall aid the University in complying with CSUC, state and federal recommendations and regulations relating to disabled students, faculty and staff. The committee also shall initiate efforts designed to improve conditions for disabled students, faculty and staff.

1. The committee shall review existing university policies and practices to determine whether these policies and practices comply with CSUC, state and federal recommendations and regulations. The committee shall forward the results of its review to the President or his designee and to the Academic Senate. As new policies and practices develop, the committee shall review them to determine their impact on disabled persons. The policies and practices which fall within the scope of the committee's charge shall include, but not be limited to, those affecting employment practices and working conditions as indicated by relevant state and federal legislation; academic programs and nonacademic student services as indicated by relevant state and federal legislation; physical plant construction and operation and other administrative affairs areas as these relate to the accessibility of employment conditions, of academic programs and of nonacademic student services; as well as those affected by CSUC recommendations and directives relating to disabled persons.

2. The committee shall recommend, to the President and to the Academic Senate, modifications of existing policies and practices which do not comply with CSUC, state or federal regulations relating to disabled persons.

3. The committee shall recommend, to the President and to the Academic Senate, what appropriate remedial steps should be taken to eliminate the effects of any discrimination that resulted from adhering to noncomplying policies and practices.

4. The committee shall review proposed major changes in physical plant structure or location, in academic programs, in nonacademic student services, and in support services to assess the impact of the changes on disabled persons. Such changes shall include, but not be restricted to, major and minor construction, changes in location or major changes in operating policies of support services, and changes in general graduation requirements such as revisions of communications skills or general education requirements. Proposals for such major changes should be forwarded to the committee in sufficient time for review prior to the implementation of the change. If the committee determines that a proposed change will have a deleterious effect upon the accessibility of programs or services to disabled persons, the committee shall forward its findings to the President, to the Academic Senate, and to the director of the unit or units involved in the change.

5. The committee shall develop policy recommendations designed to improve the accessibility of university programs and services to disabled people. These recommendations shall be forwarded to the President, to the appropriate university units, or to the Academic Senate for consideration.

6. The committee shall seek sources of public and private funding to obtain budget augmentations necessary for improving the accessibility of university programs and services to disabled persons.

Membership:

1. The committee shall consist of two representatives from Academic Affairs, appointed by the Provost; two representatives from Administrative Affairs, appointed by the Vice President for Administrative Affairs; two students appointed by agreement among the Disabled Students Union, the Concerned Blind Students Association, and any other groups of disabled students which may, in future, obtain recognition as official university student groups; two faculty members (preferably disabled faculty members) appointed by the Executive Committee of the Academic Senate; two staff members (preferably disabled staff members) appointed by the Staff Council; and the Coordinator of Disabled Student Services, who shall serve as an ex officio voting member

2. Members shall serve two-year terms, except that, in order to establish a rotating membership, during the first year the pair of representatives from each unit shall determine by lot which shall serve a one-year term and which shall serve a two-year term.

3. The committee may, by majority vote, decide to add up to five additional voting members, provided that such additions serve at least one of the following purposes:

- a. To add representation from a unit which is essentially involved in implementing necessary policy or plant modifications.
- b. To provide additional expertise required for the committee's deliberations.
- c. To increase the representation of disabled persons on the committee, and particularly to increase the representation of persons with different types of disabilities.

Such additional appointments are subject to annual renewal.

4. The committee may, by majority vote, invite representatives of interested community groups or agencies to serve as nonvoting adjunct members, for the purpose of integrating university and community efforts to improve conditions for disabled persons. Such invitations are subject to annual renewal.

5. The committee shall elect its chair annually by majority vote.

6. The parties responsible for making appointments to the Committee shall publicize the fact that such appointments are to be made, so as to make it possible to secure nominations or self-nominations from members of the campus community.

I have reviewed Policy F77-24. Committee on Disabled Students, Faculty and Staff and approve the recommendation of the Academic Senate.

Paul F. Romberg
November 22, 1977

PERSONS CONSULTED IN SELF-EVALUATION PROCESS

All-University Committee on Disabled Students, Faculty and Staff

<u>Name</u>	<u>Affiliation</u>
Lynn M. Smith, Chair	Director, Disabled Student Services Handicapped Regulations Coordinator
Benjamin Baptiste	Environmental Health and Occupational Safety Officer
Janice Dushkes	Acting Coordinator, Counseling Center Advisor, Concerned Blind Students Association
Rita Foti	Student
John Horwitz	Professor, Social Work
Philip Johnson	Associate Professor, History
Edward Kline	Administrative Assistant for Plant Operations
Arthur Lathan	Coordinator, Affirmative Action
James Leinen	Assistant Coordinator, Disabled Student Service Center
Jack Lynch	Associate Dean, Education
Bruce McClay	President, Disabled Students' Union
Bruce Oka	Student, Disabled Students' Union
Dean Parnell	Campus Development and Building Coordinator
Brad Pringle	Director, Academic Planning
Fred Schroeder	President, Concerned Blind Students Association
Anita Silvers	Professor, Philosophy Advisor, Disabled Students' Union
G. Kate Wilson	Assistant Director of Counseling Financial Aid Office

PERSONS CONSULTED AND/OR COMPLETING SELF-EVALUATION INSTRUMENT

School/Department

BEHAVIORAL & SOCIAL SCIENCES

<u>Name</u>	<u>Position</u>
David P. Gamble	Chair, Anthropology
Lt. Col. Robert J. Matus	Chair, Aerospace Studies
Hans J. Meihoefer	Chair, Geography
Raymond C. Miller	Chair, Cross-Disciplinary Programs
Eldon Modisette	Chair, History
Jack Osman	Chair, Economics
Stephen S. Rauch	Chair, Psychology
Phyllis A. Rochelle	Chair, Social Work Education
Marjorie Seashore	Chair, Sociology
Philip Seligman	Chair, Political Science

BUSINESS

<u>Name</u>	<u>Position</u>
Bernard Alpert	Chair, Management
Richard Nelson	Professor, Marketing, Transportation & World Business
Russell Sickelbow	Chair, Data Systems & Quantitative Management
Julien J. Wade	Associate Professor, Accounting & Finance

CREATIVE ARTS

<u>Name</u>	<u>Position</u>
Clarence Anderson	Associate Chair, Broadcast Communication Arts
Jack A. Byers	Chair, Theatre Arts
James Kitses	Chair, Film/Creative Arts Interdisciplinary
Quinn Millar	Acting Chair, Broadcast Communication Arts
Henry S. Paulin	Chair, Design and Industry
Ralph Putzker	Professor, Art
Warren Rasmussen	Chair, Music

EDUCATION

<u>Name</u>	<u>Position</u>
Donald Barbee	Chair, Interdisciplinary Studies in Education

Corwin E. Bjonerud
Robert H. Bradfield
Louis H. Falik
Ralph Hansen
Philip Hatlen
Vera W. Lane
Earl Miller
Maie Nygren
Mary Topalis

Chair, Elementary Education
Professor, Special Education
Professor, Counseling
Chair, Secondary Education
Professor, Special Education
Associate Professor, Special Education
Professor, Education Administration
Chair, Home Economics
Chair, Nursing

ETHNIC STUDIES

<u>Name</u>	<u>Position</u>
Jeffrey Chan	Chair, Asian American Studies
Philip McGee	Acting Chair, Black Studies

HEALTH, PHYSICAL EDUCATION & RECREATION-LEISURE STUDIES

<u>Name</u>	<u>Position</u>
Barbara Bates	Chair, Recreation
Roberta Bennett	Professor, Physical Education
Gooch Foster	Director, Athletics
Frieda Lee	Assistant Professor, Physical Education
Paul Rundell	Director, Athletics
Barbara Sirvis	Lecturer, Recreation
Robert E. Sorenson	Chair, Health Education
Eula West	Co-Chair, Physical Education

HUMANITIES

<u>Name</u>	<u>Position</u>
Alfred F. Alberico	Chair, Foreign Languages
Mathew Evans	Chair, Humanities
James Leigh	Chair, Creative Writing
B.H. Liebes	Chair, Journalism
Nancy McDermid	Chair, Speech Communication
Donald L. Provence	Professor, Philosophy
Richard L. Trapp	Associate Dean, Humanities
Graham C. Wilson	Chair, English
R.W. Wiseman	Chair, World & Comparative Literature

SCIENCE

<u>Name</u>	<u>Position</u>
George Araki	Director, CIIS
Paul Barnes	Program Coordinator, Biology
Fred H. Dorer	Chair, Chemistry

Jerry Fisher
James T. Smith
John Tyler
William Tu

Chair, Physics/Astronomy
Chair, Mathematics
Chair, Geology
Chair, Biology

OTHER PROGRAMS/SERVICES

<u>Name</u>	<u>Position</u>
Robert Allamund	Job Development Specialist, Center for Independent Living
Edith Arrick	Co-op Education, All University Programs
Eugene Bossi	Director, Student Health Services
Suzanne Bushnell	Advisor, Student Activities
Donald M. Castleberry,	Dean, Graduate Division
Robert Chope	Counselor, Counseling Center
William Costello	Coordinator, Learning Center
Orrin F. DeLand	Director, Facilities Planning
Sherri Ann Eng	Office of School Relations
Donald L. Finlayson	Director, Housing
Larry Foster	Associate Dean, Graduate Division
Ramona Fusco	Coordinator, Learning Center
Joseph P. Glynn	Director, Personnel
Samantha Graff	Assistant Director, Student Union
Michael S. Gregory	Director, NEXA
Forest Harrison	Instructional Computing
Howard Harris	Supervisor, Building Trades
Lawrence Ianni	Dean, Faculty Affairs
Richard Kornowicz	Health Education, Student Health Services
Herb Levine	Director, Employment Project for the Physically Handicapped
Hal Loyer	Audio-Visual Services
Ruth L. Murray	Director, Testing Center
Ferd Reddell	Director, School Relations
Frank A. Schneider	Director, Library
William Schwartzfager	Student
Walter A. Speer	Director, Franciscan Shops
Susan Stephenson	Student
Charles Stone	Director, Admissions and Records
Ellen Torrey	Placement Counselor, Placement Center
Judy Turner	Job Placement Specialist, California League for the Handicapped
Vernon Wallace	Director, Placement Center
Laura Ware	Admissions Officer
Joan Warner	Head Nurse, Student Health Services
Marvin W. Wells	Director, Plant Operations
Helene Wenzel	Coordinator, Women Studies
E.O. Williams	Assistant Director, Plant Operations
Metta Zahorsky	Associate Dean, School of Education

SAN FRANCISCO STATE UNIVERSITY
504 Self-Evaluation

Suggested Summary Report Outline

I. PRELIMINARY INFORMATION

- A. Problem identified
- B. Action to be taken
- C. Person responsible for completion (include telephone number)
- D. Procedures to be followed
- E. Data or information required
- F. Schedule for completion (include individual steps)
- G. Projected impact on the institution
 - 1. Relationship to "outside" organizations or persons
 - 2. Policy changes
 - 3. Staffing considerations
 - 4. Space or facility needs
 - 5. Communication needs
 - 6. Equipment, supply or vehicle needs
 - 7. Cost factors
 - 8. Other considerations

II. INTERIM COMMENTS ON PROGRESS TOWARD COMPLETION

III. FINAL INFORMATION

- A. Date action was completed _____
- B. Action that was taken
- C. Actual impact on the institution:
 - 1. Relationship to "outside" organizations or persons
 - 2. Policy changes
 - 3. Staffing considerations
 - 4. Space or facility needs
 - 5. Communications needs
 - 6. Equipment, supply or vehicle needs
 - 7. Cost factors
 - 8. Other considerations

IV. Describe steps that will be taken to ensure that the policy, practice or procedure developed as a result of this action will be followed in the future. Describe also any steps that will be taken to monitor future action.

V. (If Applicable) Describe any additional "voluntary" steps that will be taken to eliminate the effects of past discrimination.

DISABLED STUDENT FINANCIAL AID SUPPLEMENT

THIS FORM IS TO DOCUMENT UNUSUAL CIRCUMSTANCES OR ADDITIONAL EXPENSES. AFTER COMPLETING, HAVE IT SIGNED BY THE APPROPRIATE PERSON (DSSC IS AUTHORIZED TO SIGN) AND RETURN IT TO THE FINANCIAL AID OFFICE. YOU MAY NEED TO FILL OUT ONE OR BOTH SECTIONS.

NAME

DATE

SOCIAL SECURITY NO.

ACADEMIC YEAR

THE ABOVE-NAMED DISABLED STUDENT CANNOT:

- _____ CONTRIBUTE \$600 SELF SUPPORT.
- _____ UNDERTAKE A FULL LOAD FOR MEDICAL REASONS.
- _____ ACCEPT WORK-STUDY FOR MEDICAL REASONS.
- _____ OTHER, SPECIFY: _____

THE ABOVE-NAMED DISABLED STUDENT ANTICIPATES INCURRING ADDITIONAL EXPENSES AS DETAILED BELOW. ESTIMATES ARE FOR A 9 MO. ACADEMIC YEAR.

	197/	'78-'79
ATTENDANT CARE		
TRANSPORTATION		
PARKING FEES		
ADDITIONAL FOOD FOR SPECIAL DIET		
AIDS AND APPLIANCES, SPECIFY: *		
READERS, INTERPRETERS, NOTETAKERS		
HOMEMAKER SERVICES		
OTHER, SPECIFY:		

* AIDS & APPLIANCES MIGHT INCLUDE WHEELCHAIR MAINTENANCE AND REPAIR, BRAILLE MATERIALS, ADAPTIVE CLOTHING, CASSETTES, PROSTHESIS, SPECIAL SHOES, BRACES, HEARING AID REPAIR, ETC.

AUTHORIZED SIGNATURE

TITLE

San Francisco State University

504 COMPLAINT FORM - STUDENT

1. Name: () If the complaint is filed by more than one person, all such persons must be identified.
2. Date most recently admitted as a student: ()
3. Nature of complaint: ()
()
4. Sections of 504 Regulations that you allege have been violated (specific sections must be identified): ()
()
5. Facts relevant to complaint: ()
()
()
()
()
()
()
6. Relief Requested: ()
()
()
7. Have you brought your 504 complaint to the attention of those who have taken the action about which you now complain? () If not, why not? ()
()
If so, what was the response of such person(s)? ()
()
()
()
()
8. Is there any other information you wish to present at this time? ()
()
()
()
9. Are there any documents you wish to be considered? If so, Please attach a copy of such documents to this form.

SAN FRANCISCO STATE UNIVERSITY
Completed Architectural Barrier Projects
1975-1978

Project	Amount	Date Completed
I. Major Grant - Dept. of Rehab.	\$322,500	Sept. 1976
1. Elevator BSS		
2. Elevator HLL		
3. Elevator Science		
4. Elevator A & I		
5. 3 automatic door openings		
construction using savings		June 1977
BSS North		
Library Main		
Psychology South Main		
II. Toilet Room and Drinking Fountain Modification	12,600	Nov. 1977
III. Chancellor's Office/Dept. of Rehab. Grant		
1. Stair Railings	8,500	Oct. 1975
2. Curb Cuts - 4	900	Jan. 1975
3. Ramp Education	10,000	Dec. 1975
4. Enclose Stairs, Ed & Psy	1,000	July 1975
IV. State Appropriation		
1. Toilet Room modifications - upper floors	6,000	Nov. 1975
2. Elevator Creative Arts	75,000	Sept. 1976
V. Repair and Pave Interior Campus Paths	15,000	Jan. 1975
VI. Repair Sidewalks; Ramp Science	5,000	May 1975
VII. Ramp, widen doors, Creative Arts	30,000	Dec. 1975
VIII. Braille Elevator Control Plates	1,700	Sept. 1975
IX. Architectural Barriers 1976-77	57,000	Feb. 1978
1. ED Lift 1		
2. ED Lift 2		
3. CA Ramp		
TOTAL FUNDED	\$545,300	

RECOMMENDED RESOURCE FACULTY *

<u>Name</u>	<u>Affiliation</u>
June Bigge	Professor, Special Education
Edna Brean	Lecturer, Counseling
James Duggins	Professor, Secondary Education
Janice Dushkes	Acting Coordinator, Counseling Center
Eva Esterman	Professor, Ecology & Systematic Biology
Barbara Franklin	Assistant Professor, Special Education
Russel Gabel	Professor, Ecology & Systematic Biology
Bernard Goldstein	Professor, Physiology
Eileen Jackson	Professor, Special Education
Roberta Johnson	Lecturer, Political Science
Dean Kenyon	Professor, Biology
Theodore Kirsch	Assistant Professor, Design and Industry
Anne Kracha	Lecturer, Counseling
Chris Kusaba	Lecturer, Special Education
James Mackey	Professor, Ecology & Systematic Biology
Sally Mangold	Assistant Professor, Special Education
Nancy McDermid	Chair, Speech Communications
Ethel Oda	Assistant Professor, Counseling
James Okutsu	Lecturer, Asian American Studies
Raymond Pestrong	Professor, Geology
Bonnie Regina	Lecturer, Women Studies
Griffith Richards	Professor, Speech Communications
Robert Richards	Assistant Professor, Special Education
Barbara Sirvis	Lecturer, Recreation & Leisure Studies
Charles Shapiro	Professor, Physics & Astronomy
Paul C. Smith	Associate Professor, Broadcast Communicat
Lawrence Swan	Professor, Ecology & Systematic Biology
Arthurlene Towner	Lecturer, Special Education
Dan Vencill	Assistant Professor, Economics
Berdell Wurzbarger	Associate Professor, Special Education

- * Faculty willing to serve as resource persons in developing adaptive instructional techniques.

SAN FRANCISCO STATE UNIVERSITY

504 Transition Plan

Revised July 1, 1982

Physical Obstacles Limiting Access	Methods to be Used to Provide Access	Estimated Cost
1. Administration Bldg. Not directly accessible from campus side. <i>Elevator completed 5/88</i>	Install elevator on terrace west-side: install automatic doors in breezeway; correct threshold height to maximum of 3/4"	\$ 129,300.
2. CA 300 - TV Master Control Room & upper levels. Studios 1 & 2 not accessible. Basement of CA Bldg. not accessible. <i>Elevator completed 5/88</i>	Install elevator to upper level from basement.	\$ 124,600.
3. CA basement - Film Department inaccessible. <i>Elevator completed 5/88</i>	Install elevator grade to basement. Replace walk-way stairs with ramp on north path	\$ 97,200.
4. Toilet rooms inaccessible in: — 1. Library - Floors 1,3,4,& 5 (B) — 2. Arts & Industry 1 & 2 — 3. Physical Science 1,4,6,8 (3) — 4. Psychology 1 & 3 — 5. Old Admin. 1 (B) — 6. Hensill Hall 1,4,6,8 (3) — 7. Business 1&2 (3) — 8. Humanities 1,2, & 3 - <i>modified</i>	Modify 1 toilet room for each sex in each permanent bldg. 1 per every 3 floors and as needed for high occupancy	\$ 171,400.
5. Elevator controls in hydraulic elevator between old and new floors (Administration) inaccessible	Add second set of controls	\$ 6,500.
6. Physical Education - Pool inaccessible. <i>installed</i>	Install pool lift	\$ 8,600.

SAN FRANCISCO STATE UNIVERSITY

504 Transition Plan

Revised July 1, 1982

Physical Obstacles Limiting Access (continued)	Methods to be Used to Provide Access	Estimated Cost
7. Building entrance doors inaccessible - narrow and/or heavy. ✓ Education - south side - <i>door opener installed 4/88</i> ✓ Humanities - east side ✓ Library - west side ✓ Administration - north side ✓ Creative Arts - south side	Install automatic doors - minimum 32" wide	\$ 65,000.
8. Lab stations, equipment, counters, controls, etc. inaccessible in: Hensill Hall Physical Science Creative Arts Arts & Industry Science Psychology Education Humanities	Install portable lab stations; adjust counter heights, modify handles, equipment heights, fume hood heights, misc. lab equipment.	\$ 65,000.
9. Telephone system inacces- sible to hearing impaired.	Install additional TDD's in campus offices & corridors and on public telephones.	\$ 8,600.
10. Faculty Offices in Modulux not accessible.	Install ramps & porches to each building.	\$ 17,200.
11. Rooms not identified for visually impaired.	Install raised and/or Braille room numbers & signs on rooms throughout campus.	\$ 32,400.
12. Drinking fountains inaccessible.	Lower drinking fountains and install blade handles one per floor in each permanent building.	\$ 7,600.

SAN FRANCISCO STATE UNIVERSITY

504 Transition Plan

Revised July 1, 1982

Physical Obstacles Limiting Access (continued)	Methods to be Used to Provide Access	Estimated Cost
13. Little Theatre, CA 107; no seating for disabled.	Provide minimum of 5 seats near exits and modify ramp and aisle for access.	\$ 54,000.
14. McKenna Theatre, CA 142; no seating for disabled. <i>To be remodeled w/new seats</i>	Provide minimum of 10 seats, in front and rear, near exits - modify aisles for access.	\$ 32,400.
15. Primary building entrances inaccessible to disabled.	Provide ramps to A&I, Hensill Hall, Science (2) and HLL (2).	\$ 33,500.
16. Corridor ramps lack handrails.	Install handrails in CA and <u>Science</u> corridors.	\$ 6,500.
<u>ACADEMIC BUILDINGS</u>	<u>Total</u>	<u>\$ 859,800.</u>
<u>Auxiliary Functions</u>		
1. Residence Halls; rooms not accessible.	Modify 4 rooms in each residence hall including toilet/bathing rooms.	\$ 32,400.
2. Student Union food service, tray slides and condiment counters inaccessible.	Lower slides and counters to 34" above floor or install second sets.	\$ 4,300.
<u>AUXILIARY FUNCTIONS</u>	<u>Total</u>	<u>\$ 36,700.</u>

DRAFT
5/88

504 TRANSITION PLAN
PHYSICAL ACCESSIBILITY

<u>Physical Obstacles Limiting Access</u>	<u>Methods To Be Used To Provide Access</u>	<u>Est. Cost</u>
1. Toilet Rms Inaccess. a. Library b. Admin c. Thornton d. Hensill e. Psychology f. Arts & Industry	Modify 1 ea. men's & women's toilet room in ea. permanent bldg, 1 set every other floor or as needed	
2. Elevator Controls in Admin Bldg. between old & new floors in- accessible. Wheel- chair cannot pivot inside car.	Add second control panel	
3. Lab stations, equip., counters, controls, fume hoods, balance rooms, etc. inaccess- ible.	Install portable lab stations. Adjust counter heights. Modify equip- ment, etc.	
4. Telephone system inaccessible to hearing-impaired.	Install add'l TDDs in campus offices and corridors, and on public telephones.	
5. Rooms not identi- fied for visually impaired.	Install raised and/or Braille rooms numbers & signs on doors throughout campus.	
6. Drinking fountains inaccessible: Education Psychology	Lower drinking foun- tains or replace and install blade handles, 1 per floor in each permanent building.	
7. Little Theatre CA 107, no seating for disabled.	Provide minimum of 5 seats near exits and modify ramp and aisle for access.	

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| 8. Primary building entrances not accessible | Install ramps or modify entrances to Hensill, Science and Humanities. |
| 9. Corridor ramps lack handrails | Install handrails in CA. |
| 10. Arts & Industry Bldg. Rm 109 has no wheelchair seating. | Rearrange fixed seating arrangement to provide level area for wheelchairs. |
| 11. Arts & Industry Bldg. has no accessible toilets. Locker rms. on intermediate floors are inaccessible. | Modify existing toilet rooms and/or construct new accessible rooms. Install elevator to locker area. |
| 12. No wheelchair seating areas in Knuth Hall and Choral Room 221. | Rearrange seating to provide level areas for wheelchairs. |

SAN FRANCISCO STATE UNIVERSITY

504 Transiti. Plan
for Removing Physical Obstacles
that Limit the Accessibility
of the Program or Activity
to Handicapped Persons

Building/Location	Physical Obstacles Limiting Access	Method(s) to be used to Provide Access	Timetable (by 6-3-80)	Estimated Cost	Person(s) Responsible
<u>Humanities</u>					
1. Anthropology lab. Room 107	Faucet handles of sink 21½" reach	Replace with lever handles	1977/78		
2. Cartography lab Room 290	Counter height 37"	Revise one station to 30" height	1978/79		
	Faucet handles of sink 21" reach	Replace with lever handles at one station.	1977/78		
	Various equipment heights and controls beyond reach	Acquire accessible equip- ment or assign an aide	1979/80		
3. Editing lab. Room 201	Faucet handles beyond 18" reach	Replace with lever handles at one station	1977/78		
4. Journalism lab. Room 204	Counter height 36"	Revise one station to 30" height	1978/79		
Room 204A	Door width 32" wide	Alter doorway to minimum 36" width	1978/79		
5. Speech counseling and therapy Rooms 222, 223 and 225	Counseling room entrance 28½" wide	Alter one room to minimum 36" door width opening	1978/79		
6. Reading lab. Rooms 250, 252, and 253	Entrance door width is 29"	Alter one room to minimum 36" door width opening	1978/79		
<u>Business</u>					
7. Data Center Room 219	Interior room area door widths 32"	Alter one room to minimum 36" door width opening	1978/79		

Building/Location	Physical Obstacles Limiting Access	Method(s) to be used to Provide Access	Timetable (by 6-3-80)	Estimated Cost	Responsible
<u>Education</u>					
8. Home Economics lab. Room 319, 320, 326, 327, 339	Counter heights are 36" Faucet handles are beyond 18" reach	Revise one station in each to 30" Replace with lever handles at one station each	1978/79 1977/78		
9. Room 228	Work stations less than 32" wide and 27½" high Faucet handles are beyond 18" reach	Alter one station to counter height 27½" Replace with lever handles at one station	1978/79 1977/78		
<u>Arts and Industry</u>					
10. Workroom 101, Printmaking Room 102	Faucet handles are beyond 18" reach	Replace with lever handles at one station	1977/78		
11. Lithography lab Room 104	Work stations less than 32" wide and 27½" high Sinks are beyond height and reach Presses do not have accessible controls.	Alter one station to 32" width and 27½" height Install one sink station at 30" high, 18" deep and 6" deep Equipment should be redesigned, remote controls added or an aide assigned to assist	1978/79 1978/79 1978/79		
12. Plastics lab Room 112	Aisle width to lab and supply is 26" Counter top heights exceed 30" Controls for test panel, faucets, radial saw, and thermoformers are greater than 18" reach Equipment heights and controls are inaccessible generally	Alter access aisles to minimum 36" width Alter one station to 30" Extend controls at one station to 18" reach or assign an aide Equipment should be redesigned, other controls added or an aide assigned to assist	1978/78 1978/79 1978/79 1978/79		

Building/Location	Physical Obstacles Limiting Access	Method(s) Used to Provide Access	Timetable (by 6-3-80)	Estimated Cost	Per Resp. Title
<u>arts and Industry</u>					
13. Metals lab. Room 121	Aisle widths are 28" Counter tops are 36" height Controls for welder, panels, grinders, and furnace are greater than 18" reach Equipment heights and controls are inaccessible generally	Revise layout to make minimum aisle width of 36" Alter one station to 30" height Extend controls at one station to 18" reach or assign an aide Equipment should be re-designed, other controls added or an aide assigned to assist	1979/80 1978/79 1978/79 1978/79		
14. Transportation Lab. Room 123	Counter tops are 37" height Equipment and cabinets configuration exceeds 18" reach. Access to auto engines and body sections exceed 18" reach	Alter one station to 30" height Install one station with equipment controls and cabinets within 18" reach	1978/79 1979/80		
15. Wood lab Room 130	Aisle widths are 30" Counter tops are 33½" height Equipment and controls are inaccessible to 18" reach	Revise layout to make maximum aisle width of 36" Alter one station to 30" height Install one station with equipment controls and cabinets within 18" reach or assign an aide to assist	1979/80 1978/79 1978/79		

Building/Location	Physical Obstacles Limiting Access	Method(s) to be used to Provide Access	Timetable (by 6-3-80)	Estimated Cost	Person Responsible
<u>Arts and Industry</u>					
16. Painting lab Room 201	Aisle widths are 30"	Revise layout to make minimum aisle width of 36"	1979/80		
	Faucet handles are beyond 18" reach	Replace with lever handles at one station	1977/78		
17. Art Workroom 209	Faucet handles are beyond 18" reach	Replace with lever handles at one station	1977/78		
18. Painting lab Room 205	Faucet handles are beyond 18" reach	Replace with lever handles at one station	1977/78		
19. Art lab Room 214, 218, 224, 228	Faucet handles are beyond 18" reach	Replace with lever handles at one station	1977/78		
20. Photography lab Room 215	Aisles widths are 30"	Revise layout to permit access to one station of minimum width 36"	1979/80		
21. Metal Arts lab Room 223	Equipment counters and faucets are beyond accessible reach	Redesign one station with 30" counter height, knee space; controls and faucets within 18" reach	1979/80		
	Controls and faucets are beyond 18" reach	Replace controls with lever extensions at one station at 18" reach	1979/80		
	Work tables width space is 12"	Revise one station to permit 32" width	1977/78		
22. Drafting Workroom Room 232	Aisle widths are 29"	Revise layout to make access to one station minimum of 36"	1979/80		
	Work station width is 16", counter top 42" and equipment reach beyond 18"	Alter one station to space width of 32", counter top height of 30" and with controls reach of 18"	1979/80		

Building/Loc. on	Physical Obstacles Limiting Access	Method(s) to be used to Provide Access	Timetable (by 6-3-80)	Estimated Cost	Person(s) Responsible
<u>Arts and Industry</u>					
23. Graphics Press Room 233	Aisles width 22" to 29"	Improve layout to make access 36" aisle	1979/80		
	Controls on equipment are beyond 18" reach	Provide extensions to controls at 18" reach or assign an aide to assist	1979/80		
24. Electronics Lab Room 235	Aisle width is 30"	Improve access to one station at 36" width	1979/80		
	Counter top height is 38", electrical panels beyond 18" reach	Provide one station with counter at 30" height and electrical panel at 18" reach	1979/80		
25. Print Studio Room 102A	Counter knee space is 25", faucet handle reach of 35"	Alter one station to 27½" knee space height and provide faucet handle locations at 18" reach	1978/79		
26. Acid Etching Lab Room 103	Reach access to acid tray baths is 33"	Alter one station to provide reach of 18"	1978/79		
27. Graphics Camera Lab Room 112A, 112, 114	Aisle width is 24"	Improve layout to permit 36" aisle access to one station	1979/80		
	Counter top height is 36" or more	Provide one station with counter top height of 30"	1979/80		
112A, 112, 113 114, 120	Controls and faucet handle beyond 18" reach	Alter one station facility to 18" reach or an aide assigned to assist	1979/80		
28. Art Lab. Room 217, 220, 227	Counter top height is 33" or higher	Provide one station with counter to height of 30"	1979/80		
	Faucets and equipment reach is beyond 18"	Alter one station to 18" reach or provide an aide to assist	1979/80		
29. Sculpture Facility	Equipment access and controls are beyond 18" reach	Alter one station to general configuration 18" reach or provide an aide to assist	1978/79		

Building/Location	Physical Obstacles Limiting Access	Method(s) to be used to Provide Access	Timetable (by 6-3-80)	Estimated Cost	Responsible
Creative Arts					
30. Film Workroom 30A, 117, 128, 135, 206, 208, 218, 211, 219, 250, 252, 255	Knee clearance height less than 27½"	Furnish one station with table knee clearance of 27"	1977/78		
31. Graphics Lab Room 129	Faucet handle beyond 18" reach	Replace one station with lever handles	1977/78		
32. Film Editing Lab Room 5	Work station width is less than 32"	Replace one station with minimum 32" width and 30" height top	1978/79		
33. Fabric Workroom Room 16	Counter top height is more than 30"	Alter one station to 30" height counter top	1978/79		
34. Property Lab. Room 24, 24A, 35, 35A, 133, 139, 140	Equipment controls and bench top heights are beyond 18" reach and 30" height	One work station provided at 30" counter height and machine station with controls within 18" reach or an aide assigned to assist	1779/80		
35. Television Control Rooms 38, 44, 107A, 107B, 121A, 122, 126	Knee clearance height less than 27½" and equipment controls are beyond 18" reach	Alter one work station to clearance height of 27½" and extend controls to 18" reach or provide an aide	1978/79		
36. Music Practice Room	Entrance 31" wide	Provide one station with access entrance 36" wide	1979/80		
37. Auditorium Room 142	Number of handicapped spaces less than 1%	Remove minimum of 8 seats in rear row, level the floor area and relocate the aisle light	1979/80		

Building/Location	Physical Obstacles Limiting Access	Method(s) to be used to Provide Access	Timetable (by 6-3-80)	Estimated Cost	Person(s) Responsible
<u>Creative Arts</u>					
38. Little Theatre Room 107	Number of handicapped spaces less than 1%	Remove minimum of 5 seats in rear row and modify angle of access ramp	1979/80		
39. Master TV Control Room 300	Access not available to master controls at this floor level	Develop a remote control station at an access level for handicapped operation	1979/80		
40. Film Editing Area Rooms 1-15	Access not available to any of the facilities located in this area	Construction of a lift to permit access through the building interior	1979/80		
<u>Gymnasium</u>					
41. Locker Rooms	Aisle width from locker to bench is 21"	Remove one bench to permit open access to one segment of lockers in each men's and women's locker rooms	1977/78		
42. Shower Rooms	Showers are without bench seats	Provide a wall mounted bench seat in each men's and women's showers at 18" height	1977/78		
	Shower controls are above 40" height and are not blade controlled	Install one shower station in men's and in women's showers with blade handle controls at 40" height	1978/79		
43. Natatorium	Pool is without a portable ramp or lift at shallow end	Design and provide a shallow end lift for pool access	1978/79		
44. Room 219	Faucet handles and machine controls are beyond an 18" reach	Provide blade lever handles and control extensions within 18" reach or an aide to assist	1979/80		
45. Room3 201-312	Rooms are not accessible	Program announcements of alternative access to faculty and staff assigned to this area	1977/78		

Building/Location	Physical Obstacles Limiting Access	Method(s) to be used to Provide Access	Timetable (by 6-3-80)	Estimated Cost	Personnel Responsible
Physical Science					
46. Rooms 110, 116, 118, 230, 713, 716, 719, 722, 815, 818, 821, 538, 635, 820, 816	Counter top height exceeds 30"	Alter one station to counter top height of 30"	1978/79		
47. Rooms 110, 111, 513, 523, 529, 625, 829, 626, 629, 630, 631, 632, 721, 828, 820	Knee space clearance is less than 27½" high	Alter one station to provide knee clearance of 27½" height	1978/79		
48. Rooms 116, 118, 230, 513, 523, 529, 604, 618, 625, 713, 716, 719, 722, 815, 818, 821, 829, 538, 626, 629, 630, 631, 632, 721, 828, 816	Utility controls and outlets are beyond 18" reach	Revise one station to extend controls to 18" reach or an aide to assist	1978/79		
49. Rooms 618, 625	Width of knee clearance is less than 32"	Alter one station to provide knee clearance minimum of 32"	1978/79		
50. Blakesley Room Room 1000	No handicapped accessibility	Install a lift to this area or provide alternate programmatic access	1979/80		
51. Observation Deck	No handicapped accessibility	Install a lift to this area or provide alternate programmatic access	1979/80		
52. Rooms 102, 103, 105, 106, 141, 164, 166, 204, 207, 215, 254, 272, 380, 108	Counter top height exceeds 30"	Alter one station to counter top height of 30"	1978/79		

Building/Location	Physical Obstacles Limiting Access	Method(s) to be used to Provide Access	Timetable (by 6-3-80)	Estimated Cost	Person Responsible
<u>ience Building</u>					
Rooms 115, 111, 114, 167, 202, 207, 213, 214, 249, 251, 254, 256, 270, 273, 380, 206	Knee space clearance is less than 27½" high	Alter one station to provide knee clearance of 27½ height	1978/79		
1. Rooms 102, 103, 105, 106, 111, 114, 145, 164, 166, 204, 207, 213, 214, 215, 249, 251, 254, 256, 273, 373, 380, 108, 206	Utility controls and outlets are beyond 18" reach	Revise one station to extend controls to 18" reach or provide an aide to assist	1978/79		
5. Rooms 202, 204, 213, 214, 215, 249, 251, 254, 256, 270, 273, 373, 380, 206	Width of knee clearance is less than 32"	Alter one station to provide knee clearance minimum width of 32"	1978/79		
56. Rooms 114, 204, 207, 213, 214, 215, 249, 251, 256, 270, 273, 380	Microscope work shelf at 18" level not provided	Install shelf at one station for microscope use at 18" level	1978/79		
<u>Bio-Science Building</u>					
57. Rooms 101, 124, 209, 233, 245, 440, 445, 530, 619, 624, 643, 644, 708, 738, 138, 128, 814	Counter top height exceed 30"	Alter one station to counter top height of 30"	1978/79		

Building/Action	Physical Obstacles Limiting Access	Method to Provide Access	Time Tab (by 6-3-80)	Cost	Responsibility
Bio-Science Building					
58. Rooms 101, 233, 245, 440, 445, 530, 619, 624, 643, 644, 139, 138, 128, 131, 130, 129, 211, 204, 203, 202, 442, 420, 419, 418, 421, 422, 420, 419, 418, 421, 422, 425, 426, 406, 531, 510, 505, 652, 651, 645, 636, 631, 625, 624, 750, 740, 727, 812	Knee space clearance is less than 27½" high	Alter one station to provide knee clearance of 27½" height	1978/79		
59. Rooms 101, 124, 209, 233, 245, 440, 445, 530, 619, 624, 643, 644, 708, 716, 725, 737, 738, 139, 138, 128, 127, 131, 130, 211, 204, 203, 202, 454, 442, 429, 406, 401, 531, 514, 511, 510, 652, 651, 645, 631, 625, 618, 750, 740, 727, 825, 814, 812	Utility controls and outlets are beyond 18" reach	Revise one station to extend controls to 18" reach or provide an aide to assist.	1978/79		

Building/Location	Physical Obstacles Limiting Access	Method(s) to be used to Provide Access	Timetable (by 6-3-80)	Estimated Cost	Feasibility
<u>Bio-Science Building</u>					
60. Rooms 101, 209, 233, 245, 440, 619, 624, 643, 644, 725, 737, 129, 203, 202, 420, 419, 418, 421, 422, 425, 426, 740	* Width of knee clearance is less than 32"	Alter one station to provide knee clearance minimum width of 32"	1978/79		
61. Rooms 124, 233, 245, 440, 445, 530, 619, 624, 643, 644, 708, 716, 725, 737, 738, 139, 128, 127, 131, 130, 129, 211, 204, 203, 202, 442, 429, 420, 419, 418, 421, 422, 425, 426, 406, 401, 514, 505, 652, 651, 645, 636, 631, 625, 618, 740, 727, 812	Microscope work shelf at 18" level not provided	Install shelf at one station for microscope use at 18" level	1978/79		
<u>Administration Bldg.</u>					
62. Elevators	Braille symbols are missing on door casings for floor numbers	Missing symbols are to be replaced	1977/78		
	Arabic numbers are missing on door casings for floor numbers	Missing numbers are to be replaced	1977/78		
63. Drinking Fountains	Controls and spout are not accessible	Replace with fountains that are lever operated and have frontal spout location	1979/80		

<u>Building/Location</u>	<u>Physical Obstacles Limiting Access</u>	<u>Method(s) to be used to Provide Access</u>	<u> timetable (by 6-3-80)</u>	<u>Estimated Cost</u>	<u>Feasibility</u>
<u>Administration Bldg.</u>					
64. Rest Rooms	First floor are not modified to 30" stalls, grab bars, and swing out doors	Revise one stall men's and women's rooms to comply	1979/80		
	First floor urinal is above 19" height	Mount one urinal at 19" height	1977/78		
<u>Student Union</u>					
65. Food Lines	Level of tray slides above 34"	Lower tray slide to 34" or provide second slide	1978/79		
66. Main Food Aisles	Width of aisle is less than 72"	Revise layout to provide 72" aisle	1978/79		
<u>Office Annex</u>					
67. Entrance Ramps	Some offices do not have ramps for entrance	Provide ramps to each office or alternately make programmatic provision for meeting	1978/79		
<u>Residence Dining Hall</u>					
68. Vending Machines	Mechanical pull-type tension above minimum	Adjust tension	1977/78		
<u>Residence Halls</u>					
69. Bathrooms	Stall not equipped with grab bar on 2 sides	Install grab bar on 2 sides of stall in selected locations	1978/79		
70. Laundry	Washer and dryer loading by top	Acquire one set of front loading washer and dryer	1978/79		

Building/Loc	Physical Obstacles Limiting Access	Method(s) used to Provide Access	Timetable (by 6-3-80)	Estimated Cost	Per (s) Responsible
<u>Residence Halls</u>					
71. Kitchens	Sink faucet handle access exceeds 18" reach	Provide lever handles within 18" reach	1978/79		
72. Sleeping Quarters	Electrical lights are not equipped with 15" or more pull chains	Equip lights with minimum 15" pull chain	1977/78		

1. [redacted]	2. [redacted] Limiting Access	3. [redacted] (the [redacted]) to be used to provide [redacted]	4. [redacted] (by 6-3-80)	5. [redacted] Estimation Cont	6. [redacted] Re: [redacted]
<u>Education</u>					
3. Rooms 24, 30 Corridor	Hallway stairs	Provide lift in each area to bypass stair steps	1977/78		
<u>Classroom Buildings</u>					
4. Entrance Doors	Entrance exterior doors that must be manually opened	Provide electric doors at one major entrance to each building	1978/79		
<u>Library</u>					
5. Main Lobby First Floor and Garden Room	Checkout counters exceed 36" height	Modify a section of checkout to not more than 36" height	1978/79		
6. Main Lobby First Floor and Garden Room	Checkout areas writing level exceeds 27½" in height	Provide checkout station writing position with 27½" height and 32" width	1978/79		
<u>Residence Halls</u>					
7. Shower stalls	Not equipped with grab bar	Install grab bar "L" shaped	1978/79		
8. Kitchenettes	Do not provide slide out panels, counter height exceeds 31", water controls more than 18" reach, and without spray hose fixture	Remove accessible kitchenette with slide out panels, utility controls within 18" reach, and install a spray hose fixture	1978/79		
<u>Education</u>					
9. Kitchenettes Room 339	Not provided with slide out panels, spray hose fixture at sink	Install slide out panel and spray hose fixture	1978/79		
<u>Creative Arts</u>					
10. Room 253	Student station height less than 27½"	Furnish one station to minimum 27½" height	1978/79		

San Francisco State University
504 Transition Plan
(Revised, June 1978)*

Physical Obstacles Limiting Access	Methods to be Used to Provide Access	Timetable (By 6-3-80)	Estimated Cost
Laboratory stations: counter and controls inaccessible in - Biological Sciences Physical Sciences Science Art and Industry Education Humanities Creative Arts	Build 10 portable laboratory stations (2 Bio. Sci., 2 Phys. Sci., 1 Sci., 2 A & I, 1 Ed., 1 HLL, 1-CA) according to the following specifications: Provide an under-counter knee clearance of at least 32" in width and a height of 27½". The working counter top height shall not exceed 30". Sink wells, faucet handles (blade type) and spouts, gas jets, and controls for other equipment shall be positioned within an 18" horizontal working reach from the front counter edge. For Bio. Sci. a shelf or counter top shall be provided at an 18" height above the floor level to enable the use of microscopes from a wheelchair. Including self-contained fume hood for seven.	Seven by 9-1-79	\$25,000.
Faculty offices in moduluxes are inaccessible.	Install list of names, office numbers, and telephone extensions next to campus courtesy phone at west end of Modulux #3.	By 9-5-78	250
Faculty offices on 2nd floor PE are inaccessible.	Install list of names, office numbers, and telephone extensions next to campus courtesy phone in main entrance of PE Building.	By 9-5-78	250

* As requested in PPD #78-25 and according to guidelines recommended therein.

Total this page \$25,500.

Total to here 25,500.

Physical Obstacles Limiting Access	Methods to be Used to Provide Access	Timetable (By 6-3-80)	Estimated Cost
Faculty offices, Rooms 220-232 in Science Building are inaccessible.	Install list of names, office numbers, and telephone extensions and accessible courtesy phone at end of hallway leading to corridor of offices.	By 9-5-78	\$250.
Drinking fountains inaccessible.	Install lever operator, if not existing, and install paper cup dispenser beside of drinking fountain at no more than 36" above the floor.	One on ground floor of each building by 6-80	2,750.
Blakesley Room #1000 Physical Science not accessible.	Announce all meetings for faculty, staff, or students at least ten days in advance. Reschedule to accessible location if requested.	Beginning now and continuing	-0-
Auditorium CA 142 - no seating for disabled.	Remove minimum of 8 seats in rear row, level the floor area, and relocate the aisle height.	By 1-79	30,000.
Little Theatre, CA 107 - no seating for disabled.	Remove minimum of 5 seats in rear row and modify angle of access ramp.	By 1-79	50,000.
Physical Education Building - Aisle in Locker rooms from bench to locker inaccessible.	Remove one bench in each locker room to provide open access.	By 1-79	2,500.

Total this page 85,500.

Total to here \$111,000 391.

Physical Obstacles Limiting Access	Methods to be Used to Provide Access	Timetable (By 6-3-80)	Estimated Cost
Physical Education Building Cont'd - Showers inaccessible Pool inaccessible.	Install bench seat, lower shower controls. Install blade type handles in at least one shower in each locker room. Install lift or provide aide.	By 1-79	\$12,000.
Glass doors without kickplates	Install metal kickplates on all glass doors on the "push" side extending from the bottom of the door to at least 16" from the floor.	As soon as possible By 6-3-80	12,000.
No warning system for hearing impaired.	Install visual warning system on all floors in all buildings. (Except NAD which already has it.)	As soon as possible By 6-3-80	30,000.
Residence Halls - Rooms of each type not available to persons in wheelchairs.	Modify 2 rooms of each type in residence halls to be accessible to persons in wheelchairs including bathing/toileting facilities in conjunction with those rooms whether group or private. Include modification of kitchenette, if available.	As soon as possible By 6-3-80	-0-
Rooms and offices . not identified with raised or Brailled letters or numbers.	Install raised and/or Braille numbers or letters at 5' above the floor on the left of all rooms and offices.	By 6-3-80	12,000.

Total this page 66,000.

Total so here \$177,000.

Physical Obstacles Limiting Access	Methods to be Used to Provide Access	Timetable (By 6-3-80)	Estimated Cost
Access to B, 1st, 2nd, floors of Old Admin. Bldg. not from one direction only. PPD 78-25, p.2, #9.	Install electric door in "breezeway" between Old and New Administration Buildings or install new elevator meeting access standards on exterior of Old Admin. Bldg. (See justification attached).	By 6-3-80	\$5,000.
Student Union food service area tray slides above 34".	Lower tray slides to no more than 34" above floor level or install second slide.	By 9-5-78	-0-
Library checkout counters exceed 30" height of working surface.	Modify section of counter top to no more than 30" height or provide table of proper height.	By 9-5-78	2,500..
Reference and Resource volumes are placed on tables not accessible to wheelchairs.	Raise all reference and resource tables so there is an under table clearance of at least 32" in width and a height of 27½". The working table top shall not exceed 30". Use proper height wood blocks under table legs.	By 9-5-78	2,000.
Creative Arts Room 300 - Master TV control room is not accessible.	Develop a remote control station at an accessible level or install elevator.	By 6-3-80	20,000.

Total this page 29,500.

Total to here \$206,500.

Physical Obstacles Limiting Access	Methods to be Used to Provide Access	Timetable (By 6-3-80)	Estimated Cost
CA 1 - 15: Film Editing area inac- cessible floor.	Install lift or move function to acces- sible location by exchanging with non program function, e.g., faculty offices. If faculty offices are located here, in- stall accessible campus courtesy phone and list of names, office numbers, and telephone extensions outside stairwell. door on level 2.	By 9-79	\$45,000.
Narrow doorways: HLL 204A HLL 222 HLL 223 HLL 225 HLL 250 HLL 252 HLL 253 BSS 219 CA Music practice rooms (3)	Alter doorways to a <u>minimum</u> clear opening of 32".	As soon as possible By 6-3-80	6,000.
Total this page			51,000.
Total to here			\$257,500.

Physical Obstacles Limiting Access	Methods to be Used to Provide Access	Timetable (By 6-3-80)	Estimated Cost
Inaccessible Toilet Rooms. One toilet facility per floor for each sex (if currently available) is required PPD 78-25. Bio. Sci. Floors 1,2,4,5,6,7,8 BSS Floor 3 CA Floor 1 ED Floors 2,3 Library Floors 4,5,6 Phys. Sci. Floors 1,2,4,5,6,7,8,9 Residence Dining Hall Old Admin. Floors 1,2	Modify 1 toilet room for each sex according to established standards for access in indicated buildings on indicated floors.	As soon as Possible By 6-3-80	\$40,000.
Total this page			40,000.
Total to here			\$297,500.

OLD ADMINISTRATION ELEVATOR/ELECTRIC DOOR JUSTIFICATION

The Old Administration Building (OAD) has three floors (B,1,2). Access to B is at ground level. There is no direct access to 1 and 2 from B for persons in wheelchairs (stairs only). Access to 1 or 2 is gained in one of three ways: (a) entering the New Administration Building (NAD) from the parking garage in the basement, taking a non-standard elevator* up one or two floors to OAD 1 or 2, (b) enter NAD on first floor and take non-standard elevator down one-half floor to OAD 1 or up one and one-half floors to OAD 2, or (c) take ramp with non-standard incline** along side of NAD to "breezeway" between OAD and NAD, enter extremely heavy doors to OAD 1.

Because the elevator to OAD 1 and 2 is so small and the opening barely minimum, the best solution to providing access to the upper floors of OAD would be to construct an external elevator similar to the elevator that attaches to the Business building. A partial solution to the problem would be to install a sliding electric door in the breezeway between OAD and NAD; however, access to this door would be down/up the non-standard ramp.

Current plans call for Counseling Services, Placement Center, and Testing Center to be located on OAD 2. The DSSC is located on OAD B thus easy access in OAD is very important.

* Elevator cab size is $57\frac{1}{2}$ " x 47" (minimum recommended is 60" x 60") and clear door opening is barely 32" (lip on elevator door often extends $\frac{1}{4}$ " into opening).

** Incline is 1:9.6 (standard is 1:12).

END

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